BCIS 5700
(“Code Sharing” with BCIS 4690)
Information Technology Management
Summer I 2018

Instructor:  Dr. Jack D. Becker
Office:  Business Leadership Building (BLB), Room 312A
Phone:  940.565.3110/3113
Fax:  940.565.4935
Email:  becker@unt.edu
Website:  http://www.coba.unt.edu/itds/faculty/becker/
Office Hours:  Tue. & Th. 5-6pm & by appointment
Classroom:  140 BLB
Class Times:  Tue. & Th., 6:00 p.m. – 9:50 p.m.

GRADES [.pdf]  FINAL PROJECT & PRESENTATION GRADE FORM

This Syllabus is an Addendum to the main BCIS 4690/5700 Syllabus.
It is intended for Graduate Students ONLY.  For more course information see main course website:
•  BCIS 4690/5700

Required Textbook & Reading Materials
•  Baschab, John and Piot, Jon.  The Executive’s Guide to Information Technology.  2nd Ed., John Wiley &
•  Readings to be assigned.  Journal sources are listed below.

Course Description
The objective of this course is to provide an overview and an understanding of the issues involved in the
management of information systems (IS) and information technology (IT) assets in organizations.  The course
examines a broad range of issues and problems associated with the management of IT and IS.  The course
focuses more on managerial rather than technical issues and views IS from the perspective of managers at all
levels--from the boardroom and C-Level executives to the first line manager.

A key component of this course is the students’ interaction with guest speakers who are key executives that
serve in either an IT role or who are closely associated with IT organizations.  The objective of these
interactions is for the student to come away with both an academic-oriented and practitioner-oriented
perspective of IT/IS Management.

Please see the course description and prerequisites in the UNT college catalog for additional information.

Course of Study
It is your responsibility to read all assigned materials prior to class and to be prepared to participate actively in
class discussions.  You are responsible for all assigned materials whether they are addressed directly in class or
not.  You are also responsible for knowing the deliverables for each week of class.

The schedule of the speakers will be handed out separately and is subject to change.  The topic schedule
included within this syllabus is also subject to change based on the availability of the speakers.  At this time I
expect there will be outside speakers with the following backgrounds presenting to BCIS 5700:
A corporate CIO will be discussing their role, expectations from other senior managers, planning, budgeting, etc.

A corporate HR executive will be discussing best practices, responsibilities, setting expectations, changes in needs and expectations, hiring, firing, etc. associated with technical personnel.

A corporate Auditing executive will be discussing the role of internal auditing of the IT organization, HIPPA, and Sarbanes- Oxley as they impact the IT organization and the business organizations that the IT organization deals with.

An Executive Consultant will discuss dealing with vendors and the use of consultants.

Specific Grade Requirements for BCIS 5700 Students
Your grade for this course will be based on the following:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
<th>Percent</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm</td>
<td>500</td>
<td>90.0 – 100 %</td>
<td>A</td>
</tr>
<tr>
<td>Final</td>
<td>500</td>
<td>80.0 – 89.9 %</td>
<td>B</td>
</tr>
<tr>
<td>8 individual Journal/Magazine article evaluations (50 points each) – includes class participation</td>
<td>350*</td>
<td>70.0 – 79.9 %</td>
<td>C</td>
</tr>
<tr>
<td>8 individual Practitioner article evaluations (50 points each) – includes class participation</td>
<td>350*</td>
<td>60.0 – 69.9%</td>
<td>D</td>
</tr>
<tr>
<td>Term Project 5700 Students ONLY (See below)</td>
<td>400</td>
<td>&gt; 59.9%</td>
<td>F</td>
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<tr>
<td>Attendance Incentive (5%) NOT BONUS</td>
<td>100</td>
<td></td>
<td></td>
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<tr>
<td>Total</td>
<td>2,300</td>
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*NOTE: Lowest 100 point assignment dropped.

BCIS 5700 IT Management—Syllabus [DRAFT-6/03/2018] – Summer I, 2018
See main course website:  [BCIS 4690/5700](#)

Semester (Term) Paper; BCIS 5700 ONLY (400 Points)
Your semester paper is due on or before July 3, in both printed and electronic form (as a .doc or .rtf file). The subject of the paper should be relevant to the management of information assets and can be based on one of the topics covered in class, mentioned in your textbook, or any other topic relevant to IT management. You must turn in a first draft of your written proposal on or before June 14 in hard and soft copy. My written approval of this proposal will serve as our "contract" regarding your term paper. It will probably take a couple revisions until your proposal is approved. YOUR PROPOSAL MUST BE APPROVED BY ME IN WRITING by June 19. Your proposal (50 pts) will be in the form of an outline consisting of the following and containing at least 400 but no more than 750 words (excluding references). You must use this organization for both report (300 pts.) & presentation (50 pts.):

I. Introduction to topic. Title and statement of the topic (100 to 250 words). The topic statement is the only part of this that can be in paragraph, rather than outline, form. Answer the question: Why should we care about your topic?

II. Key Issues (KIs) for management of topic. Answer the question: “To which things (i.e., nouns) must you pay attention in order to be successful at managing topic?” You cannot have more than 10 nor fewer than 5 KIs.
III. **Model/framework/theory/taxonomies** (See Wikipedia: “Conceptual Models” and “Conceptual Frameworks” for examples). Answer the question: “What concepts, paradigms, approaches, etc. are there to help us understand and/or organize the subject matter?” Models can be diagrams showing relationships between items you are investigating, hypothesis, flowcharts, tables (matrix of inputs & outcomes), etc.

IV. **Primary content** -- Cover the subject matter – Provide management with the “how to do it” details. Ideally the content of section III and/or II provides you with a way to organize this section into several sub-headings. Case examples could go here too.

V. **Critical success factors (CSFs)** for successful management of this area. Answer the question: “What things must be done right in order to be successful at managing this?” Ideally this section links back to Section II’s KIs. Section V's CSFs should serve as your conclusions and summary section; but, if necessary, include a separate section before this one to deal with additional conclusions. You cannot have more than 10 or fewer than 5 CSFs, preferably 6 to 8.

VI. **References.** A preliminary bibliography of at least 6 references not otherwise assigned in this class must be included in your proposal. You must consistently follow the style guidelines of the American Psychology Association (APA) for style, titles, citations, and references as found in the current edition of the APA’s Publication Manual, available online: [www.library.unt.edu/genref/quickref/manuals.htm](http://www.library.unt.edu/genref/quickref/manuals.htm). Regardless of any style guideline, use italics not underlining for book and journal title.

Outlines help you organize your material but your term paper is not an annotated or expanded outline, it is an expert’s report (white paper) on a specific topic. The semester paper must meet the requirements stated in your approved proposal. It must be between 2500 and 5000 words in length (excluding graphics & bibliography, but including tables) and follow APA citation and reference guidelines.

2. **Presentation:** At a time which will be arranged by me each student will present their term paper research. There is a 8-minute minimum and a 15-minute maximum time limit on presentations. Presentations are followed by question-&-answer/discussion; although, these often happen simultaneously. Time limits will be adjusted for discussion/questions that occur during your presentation. Your .ppt files must be delivered to me via email as an attachment on the night of your presentation.

**Ethical Behavior in BCIS/ITDS Classes**

The ITDS Department expects its students to behave at all times in an ethical and legal manner. There are at least two reasons for this. First, ethical behavior affirms the personal value and worth of the individual. Second, both IT and Decision Science professionals frequently handle confidential information on behalf of their employers and clients. Thus employers of BCIS and DSCI graduates expect ethical conduct from their employees because that behavior is crucial to the success of the organization.

Academic dishonesty is a major violation of ethical and legal behavior. The ITDS Department defines academic dishonesty as claiming the work of others as your own, or using illegal or unapproved means to raise your grade in a class. Examples include: copying answers from another person’s paper; using unapproved notes during an exam; copying computer code from another person’s work; having someone else complete your assignments or take tests on your behalf; stealing code printouts, software, or exams; recycling assignments submitted by others in prior or current semesters as your own; and copying the words or ideas of others from books, articles, reports, presentations, etc. for use as your own thoughts without proper attribution (i.e.,
plagiarism). It does not matter whether you received permission from the owner of the copied work; claiming the material as your own is still academic dishonesty.

The ITDS Department believes it is very important to protect honest students from unfair competition with anyone trying to gain an advantage through academic dishonesty. Consequently, there will be in-class testing to validate all major assignments you complete out of class. This may be accomplished by examination, oral reports, individual interviews or any other means your professor may deem appropriate. You must pass these validation tests with a grade of “C” or better to have your out-of-class work count in your term grade. Further, the student grade for academic dishonesty in BCIS classes is an immediate “F” for the course involved and referral of the case to the COBA Academic Advising Office.

Ethical Behavior Signature Statement for BCIS/ITDS Classes (below)

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Ethical Behavior in BCIS/ITDS Classes (USE 4690 FORM)

By my signature below, I attest that I understand the above Ethics policy. I will behave ethically in this class, and will encourage my classmates to behave ethically. I also understand that I have a moral responsibility to report to my instructor any suspected case of academic dishonesty in this class.

___________________________  ____________________________________
Print your name and write your signature

Posting Grades

My course scores may be published using the last 5 digits of my student number

(UNT ID) __ __ __ __ __; or the following 5-character code: __ __ __ __ __.

If both numbers were left blank, your scores will NOT be published.

___________________________  _____________________________________
Print your name and write your signature

___________________________  ____________/______/2016
UNT Student ID number Today’s date

PREFERRED EMAIL ADDRESS:

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