ITM 305L Information Technology & Networking Essentials LAB. Spring 2016

Instructor: John Wee  
Email: JohnWee@BoiseState.edu (You must indicate your Name, Class No & Section No on your email, otherwise no response will be given. Expect email to be answered within 36 hrs). Tel: 208-426-2483

Office Hours: MBEB 2106, office hours: Thur 3:00pm – 4:15pm or by Appointment Only.

COURSE CATALOG DESCRIPTION: A one credit lab course associated with, but separate from, ITM 305. Hands-on exercises and activities to supplement the ITM 305 lecture and expand IT concepts into skills that are essential to the workplace.

PREREQ: Admission to COBE or Health Informatics and Information Management emphasis. COREQ: ITM 305 COURSE.

OBJECTIVES: Students will gain knowledge of a basic set of workplace networking skills by working with a variety of open-source and proprietary tools designed to provide access to and information about a network. Students in this class will learn or practice the COBE Core Curriculum concepts, methods, and skills pertaining to understanding and applying analytical and disciplinary concepts and methods related to business and economics for the discipline of Information Technology Management. They will also learn to communicate effectively by writing messages and documents that are clear, concise, and compelling.

EXPECTATIONS

You are expected to complete these labs during the time allotted. In some cases you may need all three hours to complete the lab. In others you may be able to complete the lab in less than the time allotted. Preview the labs before coming to the lab session to estimate how much time you will need to complete them. If you do not complete a lab during the class period, then it is expected that you will either complete the lab outside of class before the homework due date. YOU ARE ADVISED TO ATTEND THE LAB SESSION & DO THE LAB ASSIGNMENTS IN THE UNIVERSITY’S LAB DUE TO VARIOUS DIFFERENT HARDWARE, SOFTWARE & TELECOMMUNICATION TECHNOLOGIES, WE ARE UNABLE TO PROVIDE ANY TECH SUPPORT IF YOU CHOOSE TO DO YOUR LAB ASSIGNMENT OUTSIDE OF THE LAB.

The Lab is only guaranteed to be available during our scheduled Lab Hour. We cannot ensure that other computer on BSU campus or your personal ones will have the software needed and configuration needed for the lab assignment. You are expected to check blackboard vigorously at least twice a day. All assignments, Latest announcements, Grades ...etc. are going to be posted on blackboard.

PROCEDURES

1) For each on-line lab, read the lab instructions and perform the lab exercises.

2) Create a lab report for each lab that includes the question statements and answers included in the lab instructions.

3) Post your lab reports to Blackboard before the due date.
4) Check your posted grade on Blackboard and all error and dispute MUST BE MADE WITHIN ONE WEEK OF THE GRADE POSTING. No changes in grade will be made AFTER THAT ONE WEEK PERIOD. NO EXCEPTION.

ATTENDENCE

It is in your best interest to attendance all lab sessions. Lecture and Instruction are usually given to help you finish the Lab Assignment. These resource will not be available elsewhere on Blackboard or Via Email. By attending you can ask questions and get immediate feedback not only from your instructor, but also from your fellow classmates. Discussing the lab assignments with your peers can be a very rewarding and enjoyable way to learn the information covered in the labs. You will also have to the opportunity to learn, first-hand, of any changes that might be made to the labs during the class period.

BSU Statement of Shared Values

Boise State University upholds the following values as the foundation for a civil and nurturing environment. Campus community members and all who are part of COBE are expected to adhere to the following values.

- **Academic Excellence** – engage in our own learning and participate fully in the academic community’s pursuit of knowledge.
- **Caring** – show concern for the welfare of others.
- **Citizenship** – uphold civic virtues and duties that prescribe how we ought to behave in a self-governing community by obeying laws and policies, volunteering in the community, and staying informed on issues.
- **Fairness** – expect equality, impartiality, openness and due process by demonstrating a balanced standard of justice without reference to individual bias.
- **Respect** – treat people with dignity regardless of who they are and what they believe. A respectful person is attentive, listens well, treats others with consideration and doesn’t resort to intimidation, coercion or violence to persuade.
- **Responsibility** – take charge of our choices and actions by showing accountability and not shifting blame or taking improper credit. We will pursue excellence with diligence, perseverance, and continued improvement.
- **Trustworthiness** – demonstrate honesty in our communication and conduct while managing ourselves with integrity and reliability.

In addition to the BSU values listed above, course discussion will be run under the **Rules of Civility**, a seemingly lost art in our fast-paced, high tech/low touch world. This means we will all be polite to one another, respect each others’ opinions, learn to accept and give praise, and practice elements of civilized behavior in your online postings and discussions. For further information on this important aspect of your future career success, please see the website of Dr. P.M. Forni, Johns Hopkins University: [http://jhu.edu/civility](http://jhu.edu/civility)

Additionally, ITM305L touches on each of the following items from the College of Business core objectives:

<table>
<thead>
<tr>
<th>Students in this class will learn or practice the following COBE Core Curriculum concepts, methods, and skills:</th>
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<tbody>
<tr>
<td>1. Understand and apply analytical and disciplinary concepts and methods related to business and economics:</td>
</tr>
<tr>
<td>1.2. Business Policy and Strategy</td>
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<tr>
<td>1.5. Information Technology Management</td>
</tr>
<tr>
<td>2.1. Communicate effectively: Write messages and documents that are clear, concise, and compelling</td>
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</table>
2.2. Communicate effectively: Give oral presentations that use effective content, organization, and delivery

3. Solve problems, including unstructured problems, related to business and economics using the COBE Problem Solving Model

4. Use effective teamwork and collaboration skills

5. Resolve ethical issues related to business and economics

**COBE Writing Style Guide.** Please download your own copy of the current COBE Writing Guide & review. It can be found on the COBE website at [http://cobe.boisestate.edu/students/writing-styles-guide/](http://cobe.boisestate.edu/students/writing-styles-guide/) All written work for this course should comply with Style guidelines, particularly with regard to citations for your written work. All lab work papers for this course should include references where appropriate.

**Learning Accommodations:** Students with disabilities needing accommodations to fully participate in this class should contact the Disability Resource Center (DRC). All accommodations MUST be approved through the DRC. Please stop by Administration 114, call 208-426-1583, or email DRCinfo@boisestate.edu to make an appointment with a disability specialist. To learn more about the accommodation process, visit the DRC website: [http://drc.boisestate.edu](http://drc.boisestate.edu).

**GRADING, EVALUATION CRITERIA & MINIMUM THRESHOLD REQUIREMENTS**

The following table includes the approximate point breakdown for this course, although changes in total points may occur if we add activities, or experience technical issues.

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<tr>
<th>Assessment Activities</th>
<th>Points</th>
<th>Total %</th>
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<tbody>
<tr>
<td>Lab Work</td>
<td>15 x10 pts</td>
<td>100%</td>
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</table>

**GRADING METHODOLOGY**

1) Points earned in this course will NOT be added to points awarded in the ITM 305 lecture course and vice versa. This is a separate course and you will be assigned a separate grade for this course.

2) Point values may vary per lab work.

3) There will be NO Exam or ANY EXTRA CREDIT AVAILABLE IN THIS CLASS. PLEASE CONCENTRATE ALL YOUR EFFORT ON THE LAB WORK. ALL CREDIT COMES FROM THE LAB WORK ASSIGNMENTS.

4) Include both the question statements and their answers in your lab reports.

5) ALL lab work must be uploaded to blackboard by **11:59pm ON WEDNESDAY. WE DO NOT ACCEPT ANY LATE** Lab work. No Exception.

6) Everybody will be treated EQUALLY. DO NOT ask or email for ANY SPECIAL PERSONAL TREATMENT.

7) Plagiarism at ANY LEVEL will NOT BE TOLERATED. Please DO YOUR OWN LAB WORK. You may discuss homework with other students, but the specific ideas and their expression must be yours and yours alone. If the ideas expressed on your paper are too similar to another student’s—who’s name is not on the paper—this is plagiarism. The first time you will receive a warning and half credit or no credit, depending on the circumstances. The second time will be an automatic F for the course. **COPY AND PASTING STRAIGHT FROM ANY WEBSITE, BLOG, WIKIPEDIA OR ANY ONLINE RESOURCES WITHOUT ANY REFERENCE IS PLAGIARISM.**
The COBE Writing Style Guide includes examples of how to correctly cite ideas and quotations from a variety of sources, and you are expected to follow its standards. The guiding principle of academic integrity is that any work you submit with your name on it, must be “your own work.” That means you wrote it, they are your ideas, you solved the problems, you researched what other people said, etc. Failure to properly cite and reference your sources is considered plagiarism, and is a violation of the Digital Millennium Copyright Act, as well as of the BSU Student Conduct guidelines. On writing assignments, **15-20% of your grade** will be based on your writing, including formatting, spelling and reference citation, in addition to content.

- **When you borrow ideas**—whether or not you use the exact words someone else used—you must clearly show that those ideas belong to someone else, and to whom they belong. This is called a “citation” in the text with those ideas, and a “reference” to the full source where the ideas were found.

- **When you borrow exact words, phrases or sentences**, you must also enclose the words in quotation marks (and include the citation and reference). The reader must be able to easily tell that something came from someone other than you.

Final Grades will be assigned as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td>97 - 100</td>
<td>A+</td>
</tr>
<tr>
<td>94 – 96.999</td>
<td>A</td>
</tr>
<tr>
<td>90 – 93.999</td>
<td>A-</td>
</tr>
<tr>
<td>87 – 89.999</td>
<td>B+</td>
</tr>
<tr>
<td>84 – 86.999</td>
<td>B</td>
</tr>
<tr>
<td>80 – 83.999</td>
<td>B-</td>
</tr>
<tr>
<td>77 – 79.999</td>
<td>C+</td>
</tr>
<tr>
<td>74 – 76.999</td>
<td>C</td>
</tr>
<tr>
<td>70 – 73.999</td>
<td>C-</td>
</tr>
<tr>
<td>67 – 69.999</td>
<td>D+</td>
</tr>
<tr>
<td>64 – 66.999</td>
<td>D</td>
</tr>
<tr>
<td>60 – 63.999</td>
<td>D-</td>
</tr>
<tr>
<td>59 and below</td>
<td>F</td>
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**ACADEMIC HONESTY:** High standards of student conduct and academic honesty will be expected. In addition to avoiding conduct prohibited by the Academic Dishonesty section (page 54 of the BSU Student Handbook), students should make sure to perform assignments without unauthorized assistance and take to cite references and outside sources as appropriate. In particular, students should be aware that copying material from the Internet and representing it as their own constitutes plagiarism.

**LEARNING ACCOMMODATIONS:** Students with disabilities needing accommodations to fully participate in this class should contact the Disability Resource Center (DRC). All accommodations MUST be approved through the DRC. Please stop by Administration 114, call 208-426-1583, or email DRCinfo@boisestate.edu to make an appointment with a disability specialist. To learn more about the accommodation process, visit the DRC website: [http://drc.boisestate.edu](http://drc.boisestate.edu).

This is a tentative syllabus and might be changed at any time during the semester.
GENERAL EXPECTATIONS

Because this is a business course, the expectations are the same as those for an employer. Your grade is the equivalent of a performance evaluation.

- **Plan and schedule ahead.** If you go to work unprepared, your boss and colleagues will question why they hired you.
- **Meet your due dates.** If you do not complete your work on time, you will be poorly evaluated, or fired. If you do not turn in your homework on time, your instructor will give you fewer points, or none at all.
- **Show up for work.** Participate online regularly/daily
- **Be there, completely.** Actively participate in team discussions, ask questions to the class discussion if something isn’t clear.
- **Take initiative.** Contact/visit the professor during office hours or by appointment to ask questions, discuss an idea from class, or just to get to know them.

This is a tentative Syllabus & might change at the discretion of the Instructor at any time during the semester.