

**The University of Texas at Tyler**  
**College of Business and Technology**  
**Department of Human Resource Development**

**Course Syllabus for TECH 2330**  
**Summer 2021**

TECH 2330: Information Tech and Communication Susan O'Sullivan, MHRD

Preferred Contact by Email:

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Allow at least 24 hours for a response M-Th and 72 hours for emails on Fridays.

Office Hours: via Phone by Appointment

**Course Description:**

An investigation of the concepts behind modern telecommunications systems. Students will explore the means by which systems are interconnected. Information will be provided regarding emerging developments in telecommunications hardware and software and social media and social networking.

**Required Textbook/Materials:**

1. O'Leary, T., O'Leary, L., O'Leary, D. (2021). Computing Essentials 2021. New York: McGraw-Hill. ISBN: 987-1260570755

**Course Learning Objectives:**

- Demonstrate knowledge of the historical foundations of information and communication technology (ICT)
- Articulate general understanding of ethical and policy issues of ICT.
- Identify how technology impacts human resources.
- Identify the impact of social media on the workplace.
- Identify the impact of technology on globalization.
- Identify the impact of Virtual HRD on organizational processes.

**Course Competencies**

1. Computer-Based Skills – the student will complete written assignments using the word processor as well as periodic Canvas assignments via Internet connectivity.
2. Communication Skills – the student will exhibit a mastery of written skills in completion of an assigned project with classmates utilizing both synchronous and asynchronous ICT.
3. Interpersonal Skills – the student will interact in online class discussions to clarify thinking regarding course topics.
4. Problem Solving (Critical Thinking) – the student will use conceptual thinking to analyze and make determinations for various assignments and projects.
5. Ethical Issues in Decision Making and Behavior— the student will gain an appreciation of the ethics of course and online communications. They will also learn the basics of APA, 6th edition when citing and referencing the ideas of others properly.
6. Personal Accountability for Achievement – the student will complete their project and activities at the time designated by the instructor and will enter into class discussions.
7. Competence in Technology Principles-The student will gain an appreciation of the benefits of social media and asynchronous technologies.

**Grading:**

A	90-100	B	80-89	C	70-79
D	60-69	F	< - 59		

**Grading Policy for HRD 2330:**

Online Tests	50%
Social Media Assignments including Infographics	20%
“Look Up” Semester Project	15%
Discussion Board	5%
Online Quizzes	10%

All assignments will be submitted through Canvas unless otherwise instructed. There will be a calendar for expected due dates, however assignments, including their due dates, can be modified at any time throughout the semester by the instructor.

**Online Quizzes**– Quizzes will be over items such as the syllabus or items throughout the semester to help with your understanding of the material or course.

**Online Tests**

Tests will be over the material in the textbook. Notes will be provided for most chapters and contain relevant information on the test. There will also be PowerPoints to go along with the chapters.

**Discussion Boards**

Students will participate online discussion board posts in Canvas. The topics will be relatable to the course. The purpose is to not only communicate your learning about the topic, but to see other student’s research/perspective. It should challenge your way of thinking. All references must be in APA format, it must be grammatically correct along with proper sentence/paragraph structure.

**Social Media Assignments including Infographic** – Students will be assigned social media activities and/or Infographic assignments. Social media is not just for personal use, but for business as well. Often in smaller organizations HR will handle company postings. As HR professionals, it is important to be able to understand how social media works in the event you need to review what the employee is posting on social media. Infographics express your learning with your creative side.

**“Look Up” Semester Project** – This will take place of a final exam. Each student will be required to “unplug” from modern communication technology such as smartphones, digital devices and tablets, laptops, desktop computers, iPods or other music and video devices, and TVs, etc. for a 24-hour period and will keep a journal of their alternative activities/reflections on the experience as it happened and then complete a project report (**15%** of course grade).

**Make-Up Work and Late Work**

Make-Up work is allowed with a medical/official university business excuse without proper documentation. Otherwise, there will be a **25% per calendar day penalty** for all late work not otherwise pre-authorized. Email instructor ahead of time for special cases.

**Writing Expectations**

This is a graduate-level university course with numerous written assignments that should be free of spelling and grammatical errors and should include sufficient organization, demonstrate critical thinking, and the proper citing of sources and references according to

APA 6<sup>TH</sup> edition. If you seek assistance from the UT Tyler Writing Center, you should plan in advance for them to look over your paper and offer advice. If you need further tutoring, you should plan for at least two hour-long tutorials per assignment. Contact info: Tyler Writing Center, BUS 202, (903) 565-5995, email: [utwritingcenter@gmail.com](mailto:utwritingcenter@gmail.com)

Purdue Owl is another great resource for MLA formatting. Points will be deducted for not correctly citing. Improper citation is also considered plagiarism. See the information in the syllabus about Academic Dishonesty.

Points will be deducted for errors in your writing including, but not limited to, sentence structure, grammar, typos, spelling as well as improper citation.

**Important Dates:**

Census Date = **May 24, 2021**

Last Day to Withdraw from Classes = **July 9, 2021**

**\*\*\*The instructor holds the right to modify the syllabus at any time\*\*\***

**University and College Policies:**

**University Policies:**

**UT Tyler Honor Code**

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

**Students Rights and Responsibilities**

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

**Campus Carry**

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

**UT Tyler is a Tobacco-Free University**

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit [www.uttyler.edu/tobacco-free](http://www.uttyler.edu/tobacco-free) .

**Grade Replacement/Forgiveness and Census Date Policies**

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester

in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar> .

Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date (**May 24, 2021**) is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

### **State-Mandated Course Drop Policy**

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university.

For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

### **Disability/Accessibility Services**

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at: <http://www.uttyler.edu/disabilityservices> , the SAR office located in the University Center, # 3150 or call 903.566.7079.

## **Student Absence due to Religious Observance**

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

## **Student Absence for University-Sponsored Events and Activities**

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

## **Social Security and FERPA Statement**

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

## **Emergency Exits and Evacuation**

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

## **Student Standards of Academic Conduct**

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

i. "Cheating" includes, but is not limited to:

- copying from another student's test paper;
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;

- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
  - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
  - paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
  - falsifying research data, laboratory reports, and/or other academic work offered for credit;
  - taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
  - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- ii. "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.
- iii. "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- iv. All written work that is submitted will be subject to review by plagiarism software.

**UT Tyler Resources for Students:**

- [UT Tyler Writing Center](http://www.uttyler.edu/writingcenter) (903.565.5995), [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)
- [UT Tyler Tutoring Center](http://www.uttyler.edu/tutoring) (903.565.5964), [tutoring@uttyler.edu](mailto:tutoring@uttyler.edu)
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- [UT Tyler Counseling Center](http://www.uttyler.edu/counseling) (903.566.7254)

Revised 05/19

Note: \*Any changes to these Syllabus policies will be updated at:  
<http://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf>

**Other Information: What to do in a Crisis:**

- [24/7 Crisis Line: 903.566.7254](http://www.uttyler.edu/counseling/emergencies.php) [What to Do in a Crisis Webpage:](http://www.uttyler.edu/counseling/emergencies.php)  
<https://www.uttyler.edu/counseling/emergencies.php>