

**EDIT 2318 Course Syllabus  
Computing and Information Technology  
Section D02 – Spring 2017**

<b>Instructor</b>	<p>Teresa Blodgett Office: Room 366 Email: <a href="mailto:teresa.blodgett@ttu.edu">teresa.blodgett@ttu.edu</a> <b>(When sending emails be sure to add EDIT 2318 and your section number to the subject line)</b> Phone: (806) 834- 5486 Office hours: by Appointment</p>
<b>Course Information</b>	<p>This is an introductory course in computers and technology. The course has been designed to satisfy the technology and applied science requirement of the Texas Tech University Core Curriculum:</p> <p><i>“The objective of the technology and applied science component of a core curriculum is to enable the student to understand how profoundly scientific and technological developments affect society and the environment.”</i></p> <p>The following statement was written to communicate the specific competencies that students should achieve after completing the technology and applied science requirement:</p> <p><i>“Students graduating from Texas Tech University should be able to demonstrate understanding of how technology and applied science affects society and the environment and to demonstrate understanding of the relationship of ethics and technology.”</i></p> <p>By becoming more familiar with computers, including their history and contemporary applications, you will develop an understanding of how technology and applied science affect society.</p>
<b>Course Learning Outcomes</b>	<p><b><u>At the end of this course, students are expected to be able to</u></b></p> <ul style="list-style-type: none"> <li>• describe the impacts of computers,</li> <li>• describe multimedia and Web 2.0 and their relevance,</li> <li>• describe ethical implications associated with the use of technology and applied science,</li> <li>• describe the impacts of artificial intelligence,</li> <li>• describe the impacts of big data.</li> </ul>

<p><b>Required Learning Materials</b></p>	<p><b><u>E- Textbook (Required)</u></b></p> <ul style="list-style-type: none"> <li>• Title: Digital Literacy</li> <li>• Authors: Jongpil Cheon &amp; Steven Crooks</li> <li>• ISBN: 978-1-61549-629-7 or 978-1-61549-606-8</li> </ul> <p><b>Note:</b> This e-Textbook can be purchased via access code from Barnes &amp; Noble bookstore in the Student Union or online (<a href="http://www.grtep.com">www.grtep.com</a>). Then, you can follow the directions and use the access code to access the e-Text.</p> <p>Support for the GRTEP website. (See also the section entitled: “Resolving Technological Problems and Conflicts”)</p> <ul style="list-style-type: none"> <li>• Web Form: <a href="https://www.grtep.com/index.cfm/core/General/systemSupport">https://www.grtep.com/index.cfm/core/General/systemSupport</a></li> <li>• Email: <a href="mailto:websupport@greatrivertech.net">websupport@greatrivertech.net</a></li> <li>• Telephone Support: (800) 344-9051</li> <li>• Blackboard (<a href="http://www.blackboard.ttu.edu">www.blackboard.ttu.edu</a>)</li> </ul> <p>You will need your e-Raider account to access the Blackboard website. Within Blackboard, you will find a link for EDIT 2318 and all the updated information for the course:</p> <ul style="list-style-type: none"> <li>• Syllabus and Course schedule</li> <li>• Chapter Assignments</li> </ul> <p>Information on the course website will enable you to succeed in the course, especially with the required module assignments. You will need to check the module pages on the course website to get the required information on the assignments and further instructions.</p> <p><b>It is vitally important that you check the BlackBoard course website several times a week.</b></p>
<p><b>Assessment</b></p>	<p>Your final grade for the course will be determined by your performance in the following areas (Total of 290 Points):</p> <ol style="list-style-type: none"> <li>1. <b>Digital Literacy Ebook Chapter Quizzes</b> (10 Points x 5 = 50 Points): You will need to log on to <a href="http://www.grtep.com">www.grtep.com</a> and complete five ebook chapter quizzes for each chapter’s content. Please refer to the semester calendar for detailed deadline information. Each quiz will be available only at scheduled periods. You must</li> </ol>

	<p>purchase the ebook to take the quizzes. Without it, you will be unable to take the ebook quizzes and earn a grade for them.</p> <ol style="list-style-type: none"> <li>2. <b>Blackboard Assigned Quizzes on Artificial Intelligence and Big Data modules</b> (10 Points x 2 = 20 Points). You will need to complete two assignments (also known as quizzes) on artificial intelligence and big data in Blackboard.</li> <li>3. <b>Chapter Assignments</b> (30 Points x 5 = 150 Points): You will need to complete five assignments pertaining to the chapters in the Digital Literacy eText within Blackboard. Please refer to the semester calendar for detailed deadline information. Do not wait until the last minute to do your assignments and submit them.</li> <li>4. <b>Blackboard Assigned Module Assignments</b> (30 points x 2 = 60) You will need to complete two assignments on contemporary topics in Blackboard.</li> <li>5. <b>Special Topic</b> (10 Points): There will be one special topic in this course and worth 10 points. The special topic session will enable you to learn about a contemporary topic related to the course content. Please refer to the semester calendar on Blackboard for the detailed schedule. The special topic activities will not require you to do any prior preparation or study to complete the activities.</li> </ol> <ul style="list-style-type: none"> <li>• <b>NOTE: The Special Topic will be worked into the Semester Schedule when Faculty member(s) schedule them.</b></li> </ul>
<b>Absence and Makeup</b>	<p><b>Policy for Late or Missed Digital Literacy Chapter Assignments</b></p> <p>If an assignment is not submitted by the deadline, the student must contact the instructor within 48 hours of the deadline and present documentation within 1 week of contact. Failure to contact the instructor within 48 hours after the deadline for the assignment you missed will result in your ineligibility for makeups and/or removal of late penalties. In order to not be subject to an assignment lateness penalty, the student must submit any of the following types of documentation:</p> <ol style="list-style-type: none"> <li>a. A doctor's note</li> <li>b. A police report (in extreme emergencies, such as theft of one's personal computer). Police reports can take time to get to student, so extensions can be allowed. However, they must be submitted by the last class day.</li> </ol>

- c. An obituary/funeral notice
- d. A letter from an academic department for a departmental activity (conference, etc.), band, athletics, etc.

**Documentation must have the following:**

- A period of time accounting for the due date (i.e. - if a project is due on March 3, the documentation has to cover March 3)
- Contact information (phone number is preferable, email is acceptable, and obituaries/funeral notices must have your name on them "XXXXX is survived by [Student Name]").
- Other notes: Note/documentation issuers cannot be roommates, friends, boyfriends or girlfriends (spouses are acceptable). Having a job is also not an excuse for missing a deadline.
- After your absence is excused, arrange the assignment makeup time and date with your instructor. Your instructor reserves the right to decline documentation and penalize you if any of the above criteria are not met.

**Policy for Missed Digital Literacy Quizzes**

**NOTE:** The same policy as per the Absence and Makeup Policy for Missed Digital Literacy Chapter Assignments applies, except that the time limit is reduced to 24 hours (because quizzes are available within a time limit and can't be submitted late like Chapter Assignments). Failure to contact the instructor within 24 hours will after the quiz deadline for the quiz you missed will result in your ineligibility for making it up. You must provide documentation. No exceptions.

**Penalties for Late Submission of Digital Literacy Chapter Assignments without Documentation**

- Up to 1 hr past the deadline - No Penalty
- After that and for each calendar day past the deadline - 10% penalty off project grade for up to 9 calendar days, which will reduce the project grade to 0.

For example, let's say you're late on a Chapter Assignment (30 Points Max). You made 25 points as an original base grade. This is how your points would be reduced if submitted past the deadline:

- Day 1 past deadline:  $25 - 3 = 22$
- Day 2:  $22 - 3 = 19$
- Day 3:  $19 - 3 = 16$

	<ul style="list-style-type: none"> <li>• Day 4: <math>16 - 3 = 13</math></li> <li>• Day 5: <math>13 - 3 = 10</math></li> <li>• Day 6: <math>10 - 3 = 7</math></li> <li>• Day 7: <math>7 - 3 = 4</math></li> <li>• Day 8: <math>4 - 3 = 2</math></li> <li>• Day 9: <math>2 - 3 = 0</math></li> </ul>
<b>Grading Policy</b>	<p style="text-align: center;"><b><u>Final Grade Total (290 Points)</u></b></p> <ul style="list-style-type: none"> <li>• Digital Literacy Chapter Assignments (150 Points)</li> <li>• Digital Literacy Quizzes (50 Points)</li> <li>• Blackboard Assignments (60 Points)</li> <li>• Big Data Quiz (10 Points)</li> <li>• AI Quiz (10 Points)</li> <li>• Special Topic (10 Points)</li> </ul> <p>Grade Point Scale</p> <ul style="list-style-type: none"> <li>• <math>290 - 261 = A</math></li> <li>• <math>260 - 231 = B</math></li> <li>• <math>230 - 201 = C</math></li> <li>• <math>200 - 171 = D</math></li> <li>• <math>170 - 0 = F</math></li> </ul> <p>In order to get your final grade, your final score will be divided by 290. Here are a few examples:</p> <ul style="list-style-type: none"> <li>• <math>266/290 = 0.92 \times 100 = 92 = A</math></li> <li>• <math>242/290 = 0.83 \times 100 = 83 = B</math></li> <li>• <math>218/290 = 0.75 \times 100 = 75 = C</math></li> <li>• <math>194/290 = 0.67 = 67 = D</math></li> <li>• <math>170/290 = 0.59 = 59 = F</math></li> <li>• And so on, and so forth.</li> </ul>
<b>Course Policies</b>	<b>Resolving Technological Problems and Conflicts</b>

Your instructor cannot resolve technical issues with the GRTEP website (such as registration and login problems, etc). If you are having such problems, let your instructor know and keep him or her constantly apprised of the situation (at least once every 24 to 48 hours) until your situation is resolved (see Communication Section for further details). See the Textbook Section for GRTEP contact information.

Inability to purchase the textbook is not a legitimate excuse for missing the first quizzes.

You may wish to take screenshots of problems as soon as they arise and send them to your instructor.

In Windows: Press PrintScrn/SysReq button, open up Paint and paste the image into Paint.

On Mac: Press Command+Shift+3

You may also try updating software such as Flash, Java, etc. Or try a different computer, such as a library computer.

Sometimes BlackBoard will either be down for maintenance or is problematic in uploading an assignment. If BlackBoard is down or will not allow you to upload an assignment, you may email your assignment to your instructor. You will be subject to the same rules and penalties for late assignments. Make sure your instructor knows that you are submitting an assignment through email.

### **Communication with your Instructor**

Constant communication with your instructor is vital in the resolution of problems. If you are having some kind of problem, please let your instructor know as soon as possible. If you initiate contact and your instructor has not replied to you within 24 to 48 hours, then you must remind him or her that you have made contact. Keep in constant communication with your instructor until an issue is resolved.

### **Student Behavior and Academic Integrity:**

Students are expected to behave in a professional, courteous and

	<p>polite manner toward all students, staff and faculty. Rude or disruptive behavior will result in a reduction in final grades, and a report to the Office of Campus Life.</p> <p>Academic integrity is central to the learning and teaching process. Therefore, it is expected throughout this course. All policies in the Texas Tech University's Student Handbook will be upheld. Receipt of this syllabus signifies an agreement that the student will be held responsible and accountable for upholding the policies of Texas Tech University for academic integrity. Any work copied (plagiarism) from prior semesters, or from others (i.e. friends) will automatically result in a grade of "zero." If plagiarism occurs the student will be reported to the Dean of Students, and the Dean of their College.</p> <p>The penalties for academic dishonesty can include but not limited to a zero or a grade of "F" on the work in question, a grade of "F" in the course, or suspension. Please make sure that you reviewed the university's policy on Academic Integrity available online at <a href="http://www.depts.ttu.edu/studentjudicialprograms/AcademicIntegrity.htm">http://www.depts.ttu.edu/studentjudicialprograms/AcademicIntegrity.htm</a></p>
	<p style="text-align: center;"><b>TTU Resources for Discrimination, Harassment, and Sexual Violence</b></p> <p>Texas Tech University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from gender and/or sex discrimination of any kind. Sexual assault, discrimination, harassment, and other Title IX violations are not tolerated by the University. Report any incidents to the Office for Student Rights &amp; Resolution, (806)-742-SAFE (7233) or file a report online at <a href="http://titleix.ttu.edu/students">titleix.ttu.edu/students</a>. Faculty and staff members at TTU are committed to connecting you to resources on campus. Some of these available resources are: TTU Student Counseling Center, 806-742-3674, <a href="https://www.depts.ttu.edu/scc/">https://www.depts.ttu.edu/scc/</a> (Provides confidential support on campus.) TTU Student Counseling Center 24-hour Helpline, 806-742-5555, (Assists students who are experiencing a mental health or interpersonal violence crisis. If you call the helpline, you will speak with a mental health counselor.) Voice of Hope Lubbock Rape Crisis Center, 806-763-7273, <a href="http://voiceofhopelubbock.org">voiceofhopelubbock.org</a> (24-hour hotline that provides support for survivors of sexual violence.) The Risk, Intervention, Safety and Education (RISE) Office, 806-742-2110, <a href="http://rise.ttu.edu">rise.ttu.edu</a> (Provides a range of resources and support options focused on prevention education and student wellness.) Texas Tech Police Department, 806-742-3931, <a href="http://www.depts.ttu.edu/ttpd/">http://www.depts.ttu.edu/ttpd/</a> (To report criminal activity that occurs on or near Texas Tech campus.)</p>
	<p><b>Student Disability Services</b></p>

	<p>Any student who, because of a disability, may require special arrangements in order to meet course requirements should contact the instructor as soon as possible to make any necessary arrangements. Students should present appropriate verification from Student Disability Services during the instructor's office hours. Please note instructors are not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided. For additional information, you may contact the Student Disability Services office at 335 West Hall or 806-742-2405.</p>
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