Section 902 (In-Person)
Mondays, 5:45pm to 9:00pm
Lewis Center - Room 1510 (Loop Campus)

Section 911 (Online/Async)
Recordings available in D2L after the Monday in-person class session.

Instructor Contact Information

Dr. Adam Smeets
E-mail Address: asmeets@depaul.edu

I appreciate proactive communication and understand that questions may arise during the course. Please feel free to reach out to me via email—I'm here to guide you. My commitment is to respond to all student emails within one business day. Keep in mind that weekends and holidays may slightly extend this timeframe. Thank you for your understanding, and I look forward to engaging with you throughout the semester!

Office Hours and Locations

Mondays: 2:30pm – 5:00pm

In Person: Lewis Center – Room 1510, Loop Campus
Online: Microsoft Teams, an invitation will be sent automatically when you schedule an office hours appointment using the information below.

Sign-up for office hours by scanning the QR code or by visiting https://bit.ly/smeets-office-hours.

Please see me if you have any questions or are experiencing an issue with some aspect of the course, but keep in mind that office ours is not only a time to address problems. I would be happy to talk with you about your areas of interest, help brainstorm topics, ideas, or any other course-related questions you may have.

ABOUT THIS COURSE

Description

This course is the core analysis and design sequence. Specific topics include overview of the software development environment; project selection, initiation, and planning; determining requirements; process modeling, including DFDs and use cases; logic modeling; introduction to Entity-Relationship Diagrams. In the course you will learn to transform the logical model into a physical model, define in more detail screens, reports, and controls. This course will also discuss project management, change management and implementation tasks such as testing, training and roll out plans. Instruction types include lecture, discussion, in-class activities, case studies and projects.

Pre-Requisites

There are no pre-requisites for this class.

Syllabus Updates

- April 15, 2024: Updated the midterm exam instructions for online students to use Integrity Advocate.
- April 9, 2024: Reduced homework assignments, aligned async with in-person due dates, added study guide as permitted resource during midterm and final exam. Added location for midterm exam for in-person section.
- April 1, 2024: With the start of classes, week one assignments were updated to due dates of April 7, 2024 for in-person and online students.

Learning Outcomes

- *Explain* the system development life cycle and why it is critical to successful systems projects through case studies.
- *Describe* how information systems projects are initiated and managed through course discussions and assignments.
- *Articulate* the responsibilities and key skillsets of an effective systems analyst through a project plan.
- *Develop* a business case and systems specification document.
- *Analyze*, *model*, and *specify* a system's requirements through group discussion, evaluation, and assessment.
- *Draw* E-R diagrams, DFDs, Use Case Diagrams and other diagrams based on conditions and criteria.
- *Perform* requirements gathering using appropriate techniques through discussions and online forums; and
- *Apply* systems analysis concepts working on a project.

Textbook and Resources

Required

Valacich, J. S., & George, J. F. (2020). *Modern systems analysis and design* (9th ed.). Pearson Education, Inc. [1]
ISBN: 978-0135172759, 0135172756

Amazon (Hardcover): https://www.amazon.com/Modern-Systems-Analysis-Design-9th/dp/0135172756
AbeBooks: https://www.abebooks.com/servlet/BookDetailsPL?bi=30917270444
Pearson (eTextbook Rental): https://www.pearson.com/en-us/subject-catalog/p/modern-systems-analysis-and-design/P200000001976/9780135791578
Pearson (Hardcover): https://www.pearson.com/en-us/subject-catalog/p/modern-systems-analysis-and-design/P200000001976/9780135172759
Campus Bookstore: https://depaul.bncollege.com/c/Modern-Systems-Analysis-and-Design/p/MBS_2149804_used?currentCampus=85

All other reading materials and resources will be available via the D2L course website.

Any software required for this course will be available in computing labs on campus, as well as on DePaul's Virtual Lab.

Grading Scale

Letter Grade	Percentage	Letter Grade	Percentage
A	100 - 93%	**C+**	79 - 77%
A-	92 - 90%	**C**	76 - 73%
B+	89 - 87%	**C-**	72 - 70%
B	86 - 83%	**D+**	69 - 67%
B-	82 - 80%	**D**	66 - 60%
		F	59% and below

All scores are averaged on a two-hundredths model and rounded up to the nearest percentage when .50 and over.
The instructor reserves the right to add up to 2% to the total overall percentage for outstanding classroom engagement.

Evaluation and Assessment

Your final course grade will be determined based on your work in the following categories:

Assessment	Percentage of Final Grade
Case Studies and Exercises	15%
Quizzes	15%
Project	20%
Midterm Exam	25%
Final Exam	25%

[1] Throughout the syllabus, this text will be referred to as V&G.

Case Studies and Exercises (15% of Final Grade)

Case studies and practical exercises provide an application of the concepts and approaches reviewed in class and in course readings. These assignments are designed to help you develop a deeper understanding of systems analysis and design by analyzing real-world scenarios, identifying requirements, modeling processes, and designing solutions. Through these case studies, you will have the opportunity to enhance your critical thinking, problem-solving, and decision-making skills.

Some case studies may be completed individually, while others may require collaboration in groups to simulate real-world project environments. Each case study assignment will require the submission of documentation which may include requirements documents, process models, logic models, database designs, and/or prototypes.

Example Case Study Response Rubric

Criteria	Above Average (4)	Sufficient (3)	Developing (2)	Needs Improvement (1)
Depth and Clarity of Analysis *The depth of analysis in understanding the business context, requirements, and constraints.*	Demonstrates an exceptional depth of analysis in understanding the business context, requirements, and constraints.	Shows a good level of analysis in understanding the business context, requirements, and constraints.	Shows some effort in analyzing the business context, requirements, and constraints but lacks depth.	Analysis of the business context, requirements, and constraints is limited or superficial.
Modeling Techniques *Effective use of modeling techniques to represent system components and interactions accurately.*	Effectively uses a variety of modeling techniques (e.g., data flow diagrams, use cases, decision tables, UML diagrams) to represent system components and interactions accurately.	Uses modeling techniques to represent system components and interactions adequately.	Attempts to use modeling techniques but may have inaccuracies or inconsistencies.	Modeling techniques are not effectively used or are missing.
Design Quality *Quality of the designed solutions in meeting business needs and requirements.*	Designs high-quality solutions that effectively meet business needs and requirements with innovative approaches and attention to detail.	Designs solutions that meet most business needs and requirements with some innovative approaches and attention to detail.	Designs solutions that partially meet business needs and requirements but lack innovation or attention to detail.	Designs solutions that do not adequately meet business needs and requirements, lacking innovation and attention to detail.
Collaboration and Communication *Contribution to collaboration, communication effectiveness, and presentation skills.*	Actively engages in group collaboration, demonstrates effective communication skills, and contributes positively to group discussions and activities.	Engages in group collaboration, demonstrates adequate communication skills, and contributes to group discussions and activities.	Participates in group collaboration but may have limited communication skills or inconsistent contributions to group discussions and activities.	Lacks active engagement in group collaboration, ineffective communication skills, and minimal contributions to group discussions and activities.
Creativity and Innovation *Creative and innovative approaches in designing solutions and addressing challenges within the case studies.*	Demonstrates creativity and innovation in designing solutions, addressing challenges, and proposing alternative approaches beyond the standard methods.	Shows some creativity and innovation in designing solutions and addressing challenges with alternative approaches.	Attempts to be creative and innovative but may rely heavily on standard methods and approaches.	Lacks creativity and innovation, relying solely on standard methods without exploring alternative approaches.

Quizzes (15% of Final Grade)

Aside from class meeting weeks when exams are scheduled, or projects are due, brief quizzes will be assigned. Quizzes will contain between 7 and 10 multiple choice questions and one short response question from the assigned reading. To provide you the best opportunity to showcase your understanding, you will be provided two possible short response options – only answer one of the two.

I get it… quizzes can be stressful! Your lowest quiz score will be dropped from your overall quiz score calculation. This calculation is handled automatically by D2L.

Project (20% of Final Grade)

You will select one of the available case studies and conduct the systems planning, systems analysis, and systems design phases of the System Development Life Cycle (SDLC), using either a traditional or object-oriented approach. Additional instructions and resources will be provided in D2L. The purpose of this case study project is for you to apply data modeling, process modeling, and user interface design skills to a semi-realistic scenario. Each of the case studies assigned in Valacich and George will give you practice opportunities for preparing your final project.

This project will be completed over the span of this course and should not be completed only in the one week prior to the due date. If you meet each of the milestones, you will receive feedback along the way. The major phases of this project will follow our work in Valacich and George:

- **Phase 1 - Planning:** Developing a system proposal for the project. Reviewing and providing feedback on the business case and managing system projects.
- **Phase 2 - Analysis:** Reviewing and analyzing the current problem/opportunity, including requirements modeling, data and process modeling, and object-oriented modeling.
- **Phase 3 - Systems Design:** Transitioning the logical model into a detailed design, including a database, forms, reports, and interface prototypes.
- **Phase 4 - Implementation and Maintenance:** We will not be implementing these projects, but will forecast what implementation would look like, as well as potential issues or risks.
- **Phase 5 - Final Presentation:** A presentation will be shared using VoiceThread to share your case study details.

We will review how to create a VoiceThread in class so that you have opportunities to practice and develop your final presentation which will be submitted during finals week. A rubric for the final project is available in D2L.

Midterm Exam (25% of Final Grade)

The midterm exam will include multiple choice, true/false and case/essay questions based on material from weeks 1 – 4 of our class meetings. Remember, this includes any lecture, discussion topics, and notes, as well as any handouts or assignments. To help you prepare for the midterm exam, you will have access to a study guide in D2L on April 22, 2024. You may bring and use your printed study guide on the midterm exam.

- **For in-person** students the exam will be administered on D2L and will be proctored in 14 E Jackson, Room 505 (CDM Lab).
- **For online students** the exam will be administered on D2L and proctored using Integrity Advocate. You will need to have your ID (Government-Issued ID or DePaul Student ID) ready before starting the exam. You are provided an additional five (5) minutes to complete the setup process for Integrity Advocate.

For all students, you can use up to the full three (3) hours for the exam; however, the exam will auto-submit at the end of the session time. You are allowed to use a printed copy of the course-provided study guide. Electronic copies of the study guide are not allowed. NO additional materials are allowed in the exam session.

Final Exam (25% of Final Grade)

The final exam will include multiple choice, true/false and case/essay questions based on material from weeks 6 – 8 of our class meetings. Remember, this includes any lecture, discussion topics, and notes, as well as any handouts or assignments. To help you prepare for the final exam, you will have access to a pre-recorded preparation session and study guide in D2L on June 3, 2024. You may bring and use your study guide on the final exam. All students, regardless of section, will take the final exam in D2L using Respondus LockDown Browser. This is not a proctored exam. If you prefer to not install Respondus on your personal machine, DePaul lab computers do have this application already installed and available for completing your final exam. *Please see the Respondus LockDown Browser section later in the syllabus for more information.*

COURSE CALENDAR

The following calendar provides you with a guide for the areas that will be covered during this course. As noted earlier, this calendar is subject to change as necessary during the quarter. If a change occurs, it will be thoroughly addressed during class, posted under Announcements in our D2L and sent via email.

	Due Dates		Topics		
	Section 902	*Section 911*			
Week #	**In-Person**	**Online**	**Assigned Readings**	**Case Study, Problems and Exercises**	**Project**
1	**April 7, 2024**		*Course Requirements, Overview of Course Topics, Types of Information Systems (IS) and Origins of Software*		
			V&G – Chapters 1 & 2 Quiz in D2L[2]	V&G – Page 39[3] – Petrie Electronics *You will not be answering all questions included on this page, only those that are included in D2L.* V&G – Page 22 – Field Exercises – 1.34 V&G – Page 37 – Field Exercises – 2.18	Review the case studies available in D2L. Be sure to find one that is of personal interest to you which you will use for your course project. **Your will begin using the case starting in week 2.**
2	**April 8, 2024**	**April 14, 2024**	*Managing the IS Project, Identifying & Selecting Systems Development Projects, Final Project Development Work*		
			V&G – Chapters 3 & 4 Quiz in D2L	V&G – Page 108 – Petrie Electronics *You will not be answering all questions included on this page, only those that are included in D2L.* V&G – Page 70 – Problems & Exercises – 3.37 V&G – Page 71 – Problems & Exercises – 3.39 V&G – Page 105 – Problems & Exercises – 4.34	
3	**April 15, 2024**	**April 21, 2024**	*Initiating & Planning Systems Development Projects, Determining System Requirements, Final Project Development Work*		
			V&G – Chapters 5 & 6, including the Cases Quiz in D2L	V&G – Page 138 – Problems & Exercises – 5.38 V&G – Page 175 – Problems & Exercises – 6.25 V&G – Page 150 – Problems & Exercises – 6.28	

[2] For in-person students, the first quiz will be available in D2L through April 14, 2024 and will not be taken at the beginning of our first class.

[3] For in-person students, we will work through the first case study, *Petrie Electronic (p. 39)*, and field exercises in class. Do not complete them in advance. For online students, please review the class recording for tips and suggestions on completing this and future cases.

	Due Dates		Topics		
	Section 902	*Section 911*			
Week #	**In-Person**	**Online**	**Assigned Readings**	**Case Study, Problems and Exercises**	**Project**
			Structuring System Process and Data Systems Requirements		
4	**April 22, 2024**	**April 28, 2024**	V&G – Chapters 7 & 8, including the Cases Quiz in D2L	V&G – Page 238 – Problems & Exercises – 7C.17 V&G – Page 290 – Problems & Exercises – 8.99 b & d	Phase 1 – Case Study Project *Draft* Due
5	**Taken In-Person April 29, 2024**	**Available from April 29, 2024 at 5:45pm to May 5, 2024 at 10:00am**	**Midterm Exam** *The midterm exam covers material from weeks 1-4.* Any study guides must be printed and will not be accessible electronically.		
			For in-person students, we will be taking the midterm exam in 14 East Jackson – Room 505 (CDM Lab) using Respondus LockDown Browser.	Online students will take the midterm exam in D2L and will be proctored using Integrity Advocate. Additional information and a demo exam is available to verify your setup in the D2L course.	

	Due Dates	Topics		
	Section 902 & Section 911			
Week #	**In-Person & Online**	**Assigned Readings**	**Case Study, Problems and Exercises**	**Project**
		Designing Databases, Forms and Reports		
6	**May 6, 2024**	V&G – Chapters 9 & 10, including the Cases Quiz in D2L	V&G – Page 335 – Problems & Exercises – 9.47 V&G – Page 362-363 – Problems & Exercises – 10.33	Phase 2 – Case Study Project *Draft* Due
		Designing Interfaces, Dialogues, Distributed and Internet Systems		
7	**May 13, 2024**	V&G – Chapters 11 & 12, including the Cases Quiz in D2L	V&G – Page 399 – Problems & Exercises – 11.30 V&G – Page 432 – Problems & Exercises – 12.48	
		System Implementation and Maintaining Information Systems		
8	**May 20, 2024**	V&G – Chapters 13 & 14, including the Cases Quiz in D2L	V&G – Page 468 – Problems & Exercises – 13.41 V&G – Page 468 – Problems & Exercises – 13.45 V&G – Page 487 – Problems & Exercises – 14.27	Phase 3 – Case Study Project *Draft* Due
9	**May 27, 2024**	**Memorial Day – No Class Meeting**		

	Due Dates	Topics		
	Section 902 & Section 911			
Week #	**In-Person & Online**	**Assigned Readings**	**Case Study, Problems and Exercises**	**Project**
		Review for Final Exam and Prepare Final Project		
10	**June 3, 2024**	**No in-person class meeting.** **This session will be pre-recorded in D2L along with a study guide.** Optional online study groups and working sessions will be available in D2L for final projects and the final exam.		Phase 4 – Case Study Project *Draft* Due
11	**Available in D2L from June 8, 2024 at 10:00am to June 15, 2024 at 10:00am** **Final grades will be posted by no later than Thursday, June 20, 2024.**	**Final Exam** *The final exam is not cumulative. The exam will only cover material from weeks 6-8. You must complete the exam by no later than June 15, 2024 at 10:00am.* All students, regardless of section, will take the final exam in D2L using Respondus Lockdown Browser. You do not need to take the exam at the testing center.		**Final Project Due** **Phases 1 - 5** *You must submit your project in D2L by no later than June 15, 2024 at 10:00am.*

UNIVERSITY AND COURSE POLICIES

COVID-19 Health and Safety Precautions

Keeping our DePaul community safe is of utmost importance in the pandemic. DePaul's COVID-19 response plans are based on the latest guidance from the Centers for Disease Control and Prevention, the Chicago Department of Public Health and the university's medical advisor from AMITA Health.

For the latest news and resources, please visit DePaul's response to COVID-19 page.

Academic Integrity and Plagiarism

This course will be subject to the university's academic integrity policy. All students are expected to abide by the University's Academic Integrity Policy which prohibits cheating and other misconduct in student coursework. Publicly sharing or posting online any prior or current materials from this course (including exam questions or answers), is considered to be providing unauthorized assistance prohibited by the policy. Both students who share/post and students who access or use such materials are considered to be cheating under the Policy and will be subject to sanctions for violations of Academic Integrity.

- More information is available at http://academicintegrity.depaul.edu.

Posting work on online sites, such as Hero

All students are expected to abide by the University's Academic Integrity Policy which prohibits cheating and other misconduct in student coursework. Publicly sharing or posting online any prior or current materials from this course (including exam questions or answers), is considered to be providing unauthorized assistance prohibited by the policy. Both students who share/post and students who access or use such materials are considered to be cheating under the Policy and will be subject to sanctions for violations of Academic Integrity.

Academic Policies

All students are required to manage their class schedules each term in accordance with the deadlines for enrolling and withdrawing as indicated in the University Academic Calendar at https://academics.depaul.edu/calendar. Additional information on enrollment, withdrawal, grading and incompletes can be found at: http://www.cdm.depaul.edu/Current%20Students/Pages/PoliciesandProcedures.aspx.

Active Learning

This course will encourage involvement among members of the class in addition to the instructor. It is strongly advised that you prepare in advance for each class by reviewing the readings prior to class and completing the homework assignments. Following these recommendations will ensure that you are well prepared to participate in the discussions for that session. I encourage each of you to provide examples that connect to our content in the class. This will assist in making the bridge between the course materials and application.

Assignment Deadlines and Due Dates

In reference to assignments and due dates, please note that due to the nature of this course and the time available for discussion and feedback, extensions will rarely be provided. Each assignment will be due on the date and time indicated for each assignment in D2L. Late work will be accepted for grading according to each of the specified deadlines. Please note that late submissions will receive a 10% grade deduction per day. I understand that situations arise, especially when due dates loom. For example:

- the last sheet of paper printed out your cover page…
- the power went out…
- your dog/cat/bird/fish/child/alligator had a field day with your project…
- the internet doesn't work…

- somehow your monitor ended up on the floor…
- or any other computer-drama-inflicting problem.

In such cases as above, please email me in advance of class, so that I am aware of any of your concerns. I may be able to help you in developing a plan for turning in the assignment on time or to help resolve any alligator-related problems you may experience.

Center for Students with Disabilities

Students who feel they may need an accommodation based on the impact of a disability should contact the instructor privately to discuss their specific needs. All discussions will remain confidential.

To ensure that you receive the most appropriate accommodation based on your needs, contact the instructor as early as possible in the quarter (preferably within the first week of class), and make sure that you have contacted the Center for Students with Disabilities (CSD). There are two office locations:

- Loop Campus: Lewis Center 1420, 25 East Jackson Blvd - (312) 362-8002
- Lincoln Park Campus: (773) 325-1677
- TTY: (773) 325-7296
- Email: csd@depaul.edu

Please see https://offices.depaul.edu/student-affairs/about/departments/Pages/csd.aspx for Services and Contact Information.

Changes to Syllabus

This syllabus is subject to change as necessary during the quarter. If a change occurs, it will be thoroughly addressed during class, posted under Announcements in D2L and sent via email.

Class Recordings

Any class recording of our on-campus class are available to students/faculty until one week after the end of the term in which the course was taught. After this time, the recording is destroyed and no longer accessible by either faculty or students.

The term "class recordings" refers only to recordings of our class activities with the possible involvement of students and does not apply to recordings of lectures or other class content that is created as part of the reusable course materials.

D2L

This course will use D2L for sharing documents and resources, outside-of-class discussions, submitting your assignments, and other classroom connections. In addition to during our course meetings, I will post any important announcements about course-related items in D2L. You will post your homework on Blackboard and please be prepared to discuss the readings indicated in the syllabus.

For more information on accessing D2L at DePaul University, please visit: https://resources.depaul.edu/student-success/technology/desire2learn/Pages/default.aspx.

Feedback

I will provide written feedback on each assignment that is submitted for grading. The length of these responses may vary on the assignment depth and other factors. These comments may either be attached to your assignment or posted to your submission in D2L. If you have any questions regarding your work and/or my comments on your work, please don't hesitate to contact me during office hours or through email.

In-Class Technology

Please bring an internet-enabled device such as a laptop, tablet, or smartphone to class. You will use your device to easily access our class materials and/or engage with your peers. Please use your device for our learning activities and avoid any distractions during class. If you don't have a device, please pair up with another student. DePaul offers discounts on technology from vendors such as Apple, CDW, and Dell.

Incomplete Grades

An incomplete grade is a special, temporary grade that can be assigned by an instructor when unforeseeable circumstances prevent a student from completing course requirements by the end of the term and when otherwise the student had a record of satisfactory progress in the course. CDM policy requires the student to initiate the request for incomplete grade before the end of the term in which the course is taken. Prior to submitting the incomplete request, the student must discuss the circumstances with the instructor. Students can initiate the incomplete request process in MyCDM.

- All incomplete requests must be approved by the instructor of the course and a CDM Associate Dean. Only exceptions cases will receive such approval.
- If approved, students are required to complete all remaining course requirements independently in consultation with the instructor by the deadline indicated on the incomplete request form.
- By default, an incomplete grade will automatically change to a grade of F after two quarters have elapsed (excluding Spring) unless the instructor records another grade.
- An incomplete grade does NOT grant the student permission to attend the same course in a future quarter.

Online Course Evaluations

Instructor and course evaluations provide valuable feedback that can improve teaching and learning. The greater the level of participation, the more useful the results. As students, you are in the unique position to view the instructor over time. Your comments about what works and what cannot help faculty build on the elements of the course that are strong and improve those that are weak. Isolated comments from students and instructors' peers also be helpful, but evaluation results based on high response rates be statistically dependable (believable).

As you experience this course and material, think about how your learning is impacted. Your honest opinions about your experience in and commitment to the course and your learning help improve some components of the course for the next group of students. Positive comments also show the department chairs and college deans the commitment of instructors to the university and teaching evaluation results are one component used in annual performance reviews (including salary raises and promotion/tenure). The evaluation of the instructor and course provides you with an opportunity to make your voice heard on a critical issue – the quality of teaching at DePaul. Do not miss this opportunity to provide feedback.

Permitted and Prohibited Uses of Generative AI

The use of generative AI tools is **permitted** in this course for the following activities:

- Fine tuning your research questions
- Exploring what you need to learn about your topics
- Drafting outlines
- Checking grammar

If you use generative AI in any of the above ways, please describe the tools you used, and how you used them, in a paragraph at the end of your discussion post or essay. Please include the prompts you provided to the generative AI tools.

The use of generative AI tools is **prohibited** in this course for the following assignments and activities:

- Composing discussion board posts and/or responses
- Writing reflections, including exit tickets and process logs
- Writing drafts of a writing assignment
- Writing paragraphs used to complete any assignments

If you are unsure about whether or not a specific tool or use of AI is permitted, please contact me. Using generative AI in a way that is not permitted is considered a violation of DePaul's Academic Integrity Policy.

Preferred Name & Gender Pronouns

Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. I will gladly honor your request to address you by an alternate name or gender pronoun. Please advise me of this preference early in the quarter so that I may make appropriate changes to my records.

Please also note that you may choose to identify within the University community with a preferred first name that differs from their legal name and may also update their gender. The preferred first name will appear in University-related systems and documents except where the use of the legal name is necessitated or required by University business or legal need. For more information and instructions on how to do so please see the LGBTQIA Resource Center's Personal Information Change resources and Student Preferred Name and Gender Policy at http://policies.depaul.edu/policy/policy.aspx?pid=332.

Religious Accommodations

DePaul's mission statement holds the school accountable to supporting students of all or no faith or spiritual traditions. A significant way of showing such support is to provide students with accommodations so they may fully participate in religious rituals or holidays within their faith or spiritual tradition. Students are encouraged to speak with professors in advance of religious events to discuss accommodations around assignments, tests, and class attendance. As a best practice for this class and to encourage you to plan ahead, please request religious accommodations within the first two weeks of the class so that appropriate accommodations can be made.

Respect for Diversity and Inclusion at DePaul University as aligned with our Vincentian Values

At DePaul, our mission calls us to explore "what must be done" in order to respect the inherent dignity and identity of each human person. We value diversity because it is part of our history, our traditions, and our future. We see diversity as an asset and a strength that adds to the richness of classroom learning. In my course, I strive to include diverse authors, perspectives, and teaching pedagogies. I also encourage open dialogue and spaces for students to express their unique identities and perspectives. I am open to having difficult conversations and I will strive to create an inclusive classroom that values all perspectives. If at any time, the classroom experience does not live up to this expectation, please feel free to contact me via email or during office hours.

Respondus LockDown Browser

This course will require the use of Respondus LockDown Browser for online exams. For exams, you will not be able to take the exam using a regular browser. It must be taken using the LockDown Browser application. LockDown Browser will prevent you from accessing other websites or applications, and you will be unable to exit the test until all questions are completed and submitted.

When taking an online exam using it, follow these guidelines:

- Make sure you're in a location where you won't be interrupted.
- Turn off all mobile devices, phones, etc.
- Clear your desk of all external materials — books, papers, other computers, or devices.

- Remain at your desk or workstation for the duration of the test.

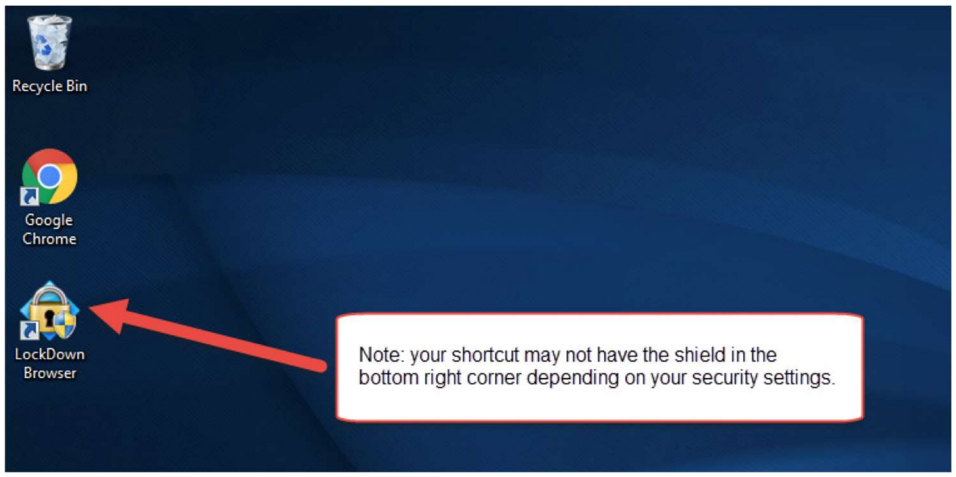
About Respondus LockDown Browser

https://youtu.be/WcHuYw488nM

The LockDown Browser application can be used either on a DePaul lab computer or on your personal device. For the Midterm exam, in-person students will be taking the exam in a computer lab. If you are a remote student and would like to join us in person for the Midterm, you can set this preference in D2L, otherwise, you will need to schedule a time to take the exam in D2L.

Using Respondus LockDown Browser on a DePaul Lab Computer

1. Click the shortcut to LockDown Browser on the computer's desktop.

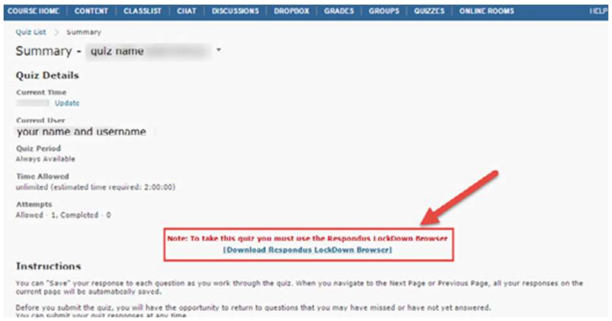


2. Log in to D2L.
3. Click the name of the quiz or exam you need to take.
4. Take your quiz or test.
5. Click the red X in the top-right corner of LockDown Browser to exit it.

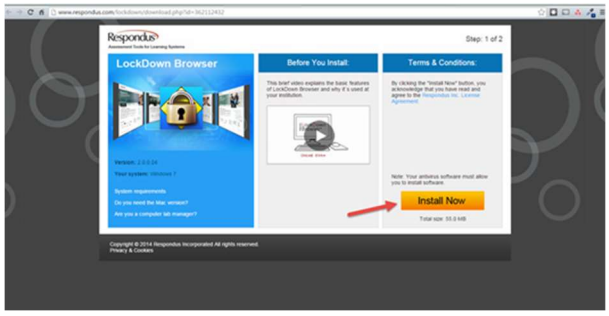
Using Respondus LockDown Browser on your computer

1. Log in to D2L using your regular browser.
2. Click the name of the quiz or exam you need to take.

3. Click the **Download Respondus LockDown Browser** link.



4. Follow the instructions for installation. A shortcut to LockDown Browser will be added to your desktop.



5. Exit your regular browser.
6. Click the shortcut to LockDown Browser on your desktop.
7. Log in to D2L
8. Take your quiz or test.
9. Click the red X in the top-right corner of LockDown Browser to exit it.

IMPORTANT: Be sure to exit LockDown Browser when you are done rather than just closing the window, otherwise you will remain completely locked out of your computer until you reboot.

Sexual and Relationship Violence

As a DePaul community, we share a commitment to take care of one another. Classroom relationships are based on trust and communication. Sometimes, material raised in class may bring up issues for students related to sexual and relationship violence. In other instances, students may reach out to faculty as a source of help and support. It is important for students to know that faculty are required to report information reported to them about experiences with sexual or relationship violence to DePaul's Title IX Coordinator. Students should also know that disclosing experiences with sexual or relationship violence in course assignments or discussion does not constitute a formal report to the University and may not begin the process of DePaul providing a response. Students seeking to report an incident of sexual or relationship violence to DePaul should contact Public Safety (Lincoln Park: 773-325-7777; Loop: 312-362-8400) and/or the Title IX Coordinator (Lincoln Park: 312-362-8970 or titleixcoordinator@depaul.edu).

Students seeking to speak confidentially about issues related to sexual and relationship violence should contact a Survivor Support Advocate in the Office of Health Promotion & Wellness for information and resources (773 325-7129 or hpw@depaul.edu).

More information is available at http://studentaffairs.depaul.edu/hpw/shvp.html. Students are encouraged to take advantage of these services and to seek help around sexual and relationship violence for themselves as well as their peers who may be in need of support.

Synchronous Sessions

The purpose of our synchronous class sessions is to engage you in activities and exercises that will help you apply what you're learning with your peers. Synchronous sessions are most successful when everyone has prepared by watching the

assigned lectures, reading the assigned texts, and completing any assignments or activities prior to the class date noted in the class calendar.

Teaching Methods

Since this course will include ten in-class meetings, we will be approaching our class discussions from a variety of formats. It will be helpful for you to organize your assignments and readings in a way that will allow you to provide feedback and comments regarding the material. We will collaborate not only in our classroom environment, but also using D2L - the University's Course Management System (CMS).

Withdrawal

Students who withdraw from the course do so by using the Campus Connection system http://campusconnect.depaul.edu. Withdrawals processed via this system are effective the day on which they are made. Simply ceasing to attend, or notifying the instructor, or nonpayment of tuition, does not constitute an official withdrawal from class and will result in academic as well as financial penalty.

Retroactive Withdrawal

This policy exists to assist students for whom extenuating circumstances prevented them from meeting the withdrawal deadline. During their college career students will be allowed one medical/personal administrative withdrawal and one college office administrative withdrawal, each for one or more courses in a single term. Repeated requests will not be considered. Submitting an appeal for retroactive withdrawal does not guarantee approval.

College office appeals (for CDM students only) are rare. If a student believes he/she has an extenuating circumstance that warrants consideration of an exception, such an appeal must be submitted online via MyCDM.