

MSIS 2103.503
Computer Concepts and Applications for Business
Spring, 2016
Spears School of Business
Oklahoma State University

READ THIS FIRST!!!

Before we get to the details of the course syllabus, here are some guidelines to help you survive and succeed in this class.

1. I use the Oklahoma State University's learning management system Desire2Learn (or D2L). You can find it at oc.okstate.edu. In it you will find course slides, video lectures, and other course materials. I will also use it to make announcements. Read D2L at least twice a week.
2. The Instructor and TA's will be on-line in the discussions on D2L during office hours. Office hours will be posted on D2L and in the syllabus. FAQ will be populated as people ask questions. Please check FAQ before asking a question; it may be answered already.
3. You can contact your instructor or TA via email them and put your Course and Section number in the Subject Line of your email. For this class it is MSIS 2103.503.
4. There is no scheduled lab time for this course. You do the labs on your own at your convenience in a program called MyITLab.

Access to MyITLab will be available to everyone enrolled in the class the first day of class. All who are still in the class after the first drop date will have the \$96 charged for MyITLab on their bursars account.

All MyITLab assignments are available at the beginning of the semester; therefore, no make-up assignments are necessary. You have ample time to complete them. Each week, you will have a MyITLab Lab and Lab Exam due. The first one is due on Thursday, January 28, 2016.

5. All the information you need for this course about grading scales, class schedule, due dates, and deliverables contained in this syllabus. If there is a conflict between the syllabus and some other source of information, the syllabus is what we will go by. I reserve the right to modify the syllabus if necessary.

CLASS INFORMATION

Instructor: Dr. David Biros, Associate Professor of MIS

Contact Information:

Office: 406 Business Building

Email: david.biros@okstate.edu

Please put MSIS 2103.503 in the subject line!!

(emails without MSIS 2103 in the subject line will not be answered)

Phone: 405-744-7156 (I prefer email contact)

Office Hours: MW 1 p.m. – 2:00 p.m. or by apt in Rm 406, Business Building

Course Site: Desire2Learn (Online Classroom): <http://oc.okstate.edu>

On-line classroom: materials for the class will be available for you in D2L found at <http://oc.okstate.edu> , under “Content.” That includes the syllabus, all PowerPoint slides, video lectures, the instruction sheets for MyITLab, and a week-by-week schedule of deliverables. Your grades will be posted under “Grades” as the class proceeds.

Check the “News” section at least twice a week for class information. I will post important information here that you will need to know in order to keep up with the course. Also, if anything happens that you need to know about, I will post it here as well.

MyITLab Project Site: Access MyITLab through the link on the D2L homepage.

Teaching Assistant: to be announced

Special Accommodations for Students

According to the Americans with Disabilities Act, it is the responsibility of each student with a disability to notify the University of his or her disability and to request accommodations. Any student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact the instructor as soon as possible so that we can discuss accommodations necessary to ensure full participation and facilitate your educational opportunity. You should also request verification of eligibility for accommodations from the Office of Student Disability Services, 326 Student Union (call 405-744-7116 for information).

For more information about OSU Student Disability Services, please go to

<http://sds.okstate.edu/>

Student academic counseling information can be found at

<http://spears.okstate.edu/usc/>

Overview of the Course

This course provides the student with up-to-date materials about information technology (IT) in the workplace. Students are exposed to knowledge they need to know about IT, along with knowledge they want to learn about how to use computers and associated IT for their direct benefit. Special emphasis is placed on how IT is used in the workplace and security with respect to Internet access and use. Students will learn Office 2013 skills so that they can use this software to enhance their lives, both at home and at work.

Course Prerequisites

NONE

Course Goals

1) to develop in each student a fundamental realization of the importance of cutting-edge information technology (IT) in his/her life both at home and at work, given today's knowledge-based and networked global world;

2) to give the student an understanding of security issues related to his/her use of IT in his/her life and in the workplace, and to build the student's ability to use and adjust security software on his or her own computer;

3) to give the student focused hands-on experiences to learn and/or extend Microsoft Office 2013 skills (Word, Excel, Access, and PowerPoint) to better prepare him/her for competency and continuous IT learning in today's info-centric society;

*4) to deliver to the student the pragmatic IT-related material they **want** to learn together with the material they **need** to learn in order to apply IT effectively in their personal lives and in their business world.*

Course Objectives

Upon completion of this class, the student will be able to:

1. explain why it is essential that he/she be proficient in the use of IT in today's work environment and understand how IT affects all business disciplines and functions. (LG2)
2. explain how various business disciplines use information and IT to achieve their core missions (LG2)
3. understand the importance of IT and how it impacts existing ethical dilemmas or create new ethical dilemmas in the work place (LG1);
4. identify ethical rules or principles that may be relevant to various ethical dilemmas (LG1).
5. demonstrate the use of MS Word 2013 at an expert level to accomplish tasks in support of effective business communications; use MS Excel 2013 at an intermediate level to construct and use spreadsheets for decision-making and what-if analysis; use MS Access 2013 at an intermediate level to build and use a simple database and develop queries to generate information from that database; and use MS PowerPoint 2013 at an intermediate level to create professional presentations to enhance and enrich his/her communication abilities (LG 4 and 5)
6. recognize how IT can be employed to become a resource multiplier for business activities (LG6)
7. engage in continuous IT learning to maintain the student's ability to apply and integrate IT to business challenges and requirements (LG 6).

8. describe the core MIS functions required in the a typical modern company or industry (LG4.1)
9. understand the importance and criticality of data and information, and IT in support of business objectives and describe measures that can be taken to ensure the confidentiality, integrity, and availability of those organizational assets. (LG 4.3)
10. describe how information can be organized, standardized, aggregates and manipulated to produce identifiable trends and patterns promoting knowledge creation in support of business innovations and the achievement of core competencies. (LG 4.2)

Required Materials

Required Text

- 1) Baltzan, P. (2015). Business Driven Information Systems, 5th Ed, McGraw-Hill, Inc., New York, NY.
- 2) a MyITLab student access code

Grading Policy

Exams #1, #2 #3 – 250 each	750
12 Computer-based training and testing projects	360 (done using MyITLab; 10 for training, 20 for test)
Total	1110 Points

Letter grades will be assigned according to the following standard scale:

90% - 100%	= A
80% < 90%	= B
70% < 80%	= C
60% < 70%	= D
below 60%	= F

In the event that the final point distribution is significantly lower than these numbers, some scaling may take place at the end of the semester. I round up grades.

Description of Course Requirements

You are expected to read the chapters as shown in the schedule on the last pages of this syllabus. I expect you to read the chapters **before** watching the videos and ask questions about any of the material that you do not understand. You will complete 12 interactive computer-based MS Office 2013 projects, with training and test for each one. You will complete three on-line exams.

Your exams will be accomplished on-line in D2L. The three exams can be done **only once**. MyITLab training and testing projects, and assignments will be done online in MyITLab, which is accessed through the link on the D2L homepage. **The 12 computer-based training and testing projects, can be done as many times as you like; your highest grade will be used.**

➡ You can do your MyITLab work anywhere you like on a Windows-based or Mac computer of your choice, (see instructions on D2L Content) and it has access to the Internet. Technical problems with your personal computer are your responsibility. All university computers are compatible with MyITLab.

➡ If you wish to use a university computer located in a lab, you may go to Gundersen 104 or Business B-2.

Exams

You are expected to read and study all chapters in your Business Driven Information Systems (BDIS) textbook according to the schedule at the end of this syllabus. Coverage of each exam is shown in the schedule on the last pages of this syllabus. I sometimes refer to these as “BDIS Exams”

All Exams are online, open book, timed, and will consist of multiple choice, true/false, and/or matching questions. They must be taken in a given window of time and will be found in D2L.

➡ Be sure to read AND STUDY each chapter that is on an exam before you take the exam. I do not cover all of the material in my lectures. If you know the material, you will be able to finish the exam satisfactorily in plenty of time. If you expect to look up answers during the exam, you will do very poorly.

The exam schedule is as follows:

Exam #1 (250 points): Due Thursday, February 18 at 5PM

You will have 40 minutes and 50 questions.

Exam #2 (250 points): Due Thursday, March 24 at 5PM

You will have 40 minutes and 50 questions.

Exam #3 (250 points): Due Wednesday, May 4 at 5PM

You will have 40 minutes and 50 questions.

MS Office 2013 Lessons (MyITLab)

You will complete 12 interactive computer-based MS Office 2013 projects on the MyITLab platform. These are computer-based training and testing modules that you will complete according to deadlines shown in the schedule on the last pages of this syllabus.

You access MyITLab through MSIS 2103 Sec TH 503 in D2L

All MyITLab lessons are ready for you starting January 11, and you can work on them continuously and get them done ahead of time.

You should be prepared to spend up to two to four hours a week on the average for your MyITLab work. However, if you have even minimal knowledge of Office 2013 you may complete your projects in less time.

Remember, everything (except the exams) is available to you as of January 11, so work ahead of the schedule and get things done early.

► All projects have firm due dates each week (see schedule at the end of this syllabus). Do NOT fall behind, or you cannot complete this class successfully. You can accelerate and work ahead of the schedule. If you do not complete a lesson before the due date, you will receive a 0 for the lesson.

How to Do Your Lessons: Procedures

Each MyITLab project consists of a training session, worth 10 points; and a post-test, worth 20 points. **Do one project at a time; first the training module; then, when you are ready, the testing module.** You can do both of them as many times as you wish; your highest grade is what will be counted – so you are never “stuck” with a bad score. Don’t like it? Then do it again! The test contains the tasks that are in the training, but they are couched in a different scenario and a different order.

The training project is very important. In training you can click on “HINT” or “SHOW ME” and it will take you through the process to complete the task. Then it will have you do it yourself. **Be sure to turn on the sound, or use headphones in the lab, because “SHOW ME” is MUCH easier to follow if you can hear what is being said to you.** When you have completed your training project to your satisfaction, go on to the test.

You can check your computer grades in MyITLab by clicking on “My Grades.” You can also look at what you submitted, step by step, after you complete a module so you can see exactly what you did. You can, for any specific assignment, “view submission” and also see your grades. Also, all scores will be uploaded to D2L for your convenience; each grade will be uploaded after it expires in MyITLab. **Please monitor your D2L grades and let me know right away if there is a problem.**

Class and Related University Policies

Academic Integrity Policy

You are to do your own work on the 3 Exams. On the three exams, do NOT have helpers; **do them completely on your own**. Doing it with someone else or having a “coach” or having someone else do it for you all constitute CHEATING and can result in an F! for the course grade.

You need to complete your own MyITLab projects, but you can talk with other students about the work as you go along. Remember, don't settle for a poor grade; you can do them as many times as you like and the highest score goes in for your grade. This is an easy way to maximize your points

OSU has a policy on academic integrity. You are expected to abide by this policy in this class. Academic dishonesty can result in an F!. You can read about OSU's Academic Integrity Policy at

<http://academicintegrity.okstate.edu/>

Make-Up and Late Work

Exams (750 points)

Make-up exams for the three exams will be offered for full credit for justifiable absences (illness, family crisis, business trips, etc.) with written documentation provided on or before the opening Exam date. Otherwise, for the first two exams a late makeup exam can always be taken on the Monday following the exam between 5:00 am and 10:00 pm. This late make-up exam can be taken for a maximum of 75% of the points. Your grade will be computed by multiplying your percentage on the exam times the value of the exam times 75%. You can take the makeup if you did poorly on the exam, and if 75% of your makeup exam points is more than your first exam score, I will use the higher one.

Exam #3, the last exam, is open for you from the Saturday before Finals Week until WEDNESDAY, May 4, at 5:00 pm. The makeup for this exam is from Thursday, May 5 at 5:00am until Thursday May 5 at 10:00 pm.

Lessons (360 points)

Since you have at least 2 weeks to complete each lesson, there are no opportunities to make them up. Get them done on time.

Netiquette: E-Mail Rules

E-mail rules: when you e-mail me, **please put MSIS 2103.503 in the subject line**, along with your topic. This routes your message to my top priority box. I guarantee a quick response to you if you put MSIS 2103 in your subject line; if you do not, you may not get a response at all because your message will get lost in my email swamp.

University Drop and Withdrawal Policy

University drop dates are listed at this website:

http://registrar.okstate.edu/index.php?option=com_content&view=article&id=498&Itemid=3

The last day to drop MSIS 2103 with a W is Friday, April 8, 2016.

OSU Administration has asked that you be informed of the location of the University Syllabus Attachment. That is to be found at <http://academicaffairs.okstate.edu/faculty-a-staff/46-syllabus-attachment>

Welcome to our class! I am delighted to be teaching your class, and I'm looking forward to working with you. I am here for you; I'm at the other end on the discussion boards in D2L and your e-mail – and I will respond quickly if you do as I ask on the subject line. I am available to you! Remember, when you e-mail me, please put **MSIS 2103 into the subject line along with whatever else you put.** That way I can answer you quickly and correctly, based on the schedule you have for your particular section.

Please see next pages for our detailed Spring 2016 schedule. It contains due dates for all MyITLab work, exams, and assignments. You have available all of the materials that you need for this course in our online classroom, D2L (oc.okstate.edu) and in MyITLab starting January 11, and you can work ahead of the schedule if you like. This schedule will help you plan and get your work done on time; if you work FASTER than the schedule, so much the better. You cannot work slower than the schedule and hope to be successful.

Don't fall behind - stay on top of it!!

I'm looking forward to working with you

Note: The following schedule is subject to change in the first few weeks of class. Please look for updates.

<i>Week of</i>	<i>Topics</i>		<i>Due</i>
1/11	Introduction		Read syllabus Watch intro video in D2L
1/11 MyITLab	Get registered in MyITLab and get enrolled in our class on MyITLab	Register in MyITLab through the link on our D2L course site.	Go to our online classroom (oc.okstate.edu), read the news item, and do what it says.
1/18	University Holiday (1/18) Chapter 1		Read Chapter 1, Section 1.1 Watch corresponding video in D2L
1/18	Begin MyITLab MS Office 2013 Labs		

<i>Week of</i>	<i>Topics</i>		<i>Due</i>
1/25	Chapter 1.2		Read Chapter 1, Section 1.2 Watch corresponding video in D2L
1/25 - 1/28 MyITLab	MyITLab Word 1	Do these projects online	Word 1 due by 5pm 1/28
2/1	Chapter 2.1		Read Chapter 2, Sec 2.1 Watch corresponding video in D2L
2/1 - 2/4 MyITLab	MS Word 2013	Do these projects online	Word Lab 2 Due by 2/4 at 5PM
2/8	Chapter 2.2 Chapter 3.1		Read Chapter 2, Sec. 2.2 Read Chapter 3.1 Watch corresponding videos in D2L
2/8 - 2/11 MyITLab	MS Word 2013	Do these projects online	Word Lab 3 Due by 2/11 at 5:00PM

<i>Week of</i>	<i>Topics</i>		<i>Due</i>
2/15	Chapter 3.2 Exam Review		Read Chapter 3.2 Watch corresponding video in D2L Review Chapters 1, 2 & 3
2/15 - 2/18 MyITLab	MS Word 2013	Do these projects online	Excel Lab 1 Due by 2/18 at 5:00PM
EXAM 1 Due 2/18 at 5:00PM	Covers Chapter 1, 2, 3	<i>OPENS Monday 2/15 at 5:00 am; CLOSSES Thursday 2/18 at 5:00 pm</i>	<i>Due by Thursday 2/18 at 5:00 pm at the latest</i>
2/22	Chapter 4.1 Chapter 4.2		Read Chapter 4.1 Read Chapter 4.2 Watch corresponding videos in D2L
2/22 - 2/25 MyITLab	MS Excel 2013	Do these projects online	Excel Lab 2 Due by 2/25 at 5:00PM
2/29	Chapter 5.1 Chapter 5.2		Read Chapter 5.1 Read Chapter 5.2 Watch corresponding videos in D2L
2/29 - 3/3 MyITLab	MS Excel 2013	Do these projects online	Excel Lab 3 Due by 3/3 at 5:00PM

<i>Week of</i>	<i>Topics</i>		<i>Due</i>
3/7	Chapter 6.1 Chapter 6.2		Read Chapter 6.1 Read Chapter 6.2 Watch corresponding videos in D2L
3/7 - 3/10 MyITLab	MS Excel 2013	Do these projects online	Excel Lab 4 Due by 3/10 at 5:00PM
3/14 - 3/18	Spring Break	Have fun! Be safe!	
3/21	Appendix A Review for Exam 2	Extra Credit Opportunity #1	Read Appendix A (ALL) Review Chapters 4, 5, and 6
3/21 - 3/24 MyITLab	MS Access 2013	Do these projects online	Access Lab 1 Due by 3/24 at 5:00PM
EXAM 2 Due 3/24 at 5:00PM	Covers Chapter 4,5, and 6	<i>OPENS Monday 3/21 at 5:00 am; CLOSSES Thursday 3/24 at 5:00 pm</i>	<i>Due by Thursday 3/24 at 5:00 pm at the latest</i>

Week of	Topics		Due
3/28	Chapter 7.1 Chapter 7.2		Read Chapter 7.1 Read Chapter 7.2 Watch corresponding videos in D2L
3/28 - 3/31 MyITLab	MS Access 2013	Do these projects online	Access Lab 2 Due by 3/31 at 5:00PM
4/4	Chapter 8.1		Read Chapter 8.1 Watch corresponding video in D2L
	Appendix B	Extra Credit Opportunity #2	Read Appendix B
4/5 - 4/7 MyITLab	MS Access 2013	Do these projects online	Access Lab 3 Due by 4/7 at 5:00PM
4/11	Chapter 8.2 Chapter 9.1		Read Chapter 8.2 Read Chapter 9.1 Watch corresponding videos in D2L
4/11 - 4/14 MyITLab		Do these projects online	PowerPoint Lab 1 Due 4/14 at 5:00PM
4/18	Chapter 9.2		Read Chapter 9.2 Watch corresponding video in D2L
	Appendix C	Extra Credit Opportunity #3	Read Appendix C
4/18 - 4/21 MyITLab		Do these projects online	PowerPoint Lab 2 Due 4/21 at 5:00PM
4/25	Selected Topics in MIS		Optional if time permits
	Review for final		Review Chapters 7, 8, 9
<u>Exam</u> <u>#3</u> <u>Due by</u> <u>12/9 at</u> <u>5 pm</u>	Covers chapters 7, 8 and 9	<u>OPENS Saturday</u> <u>4/30 5:00 am;</u> <u>CLOSES</u> <u>Wednesday 5/4 at</u> <u>5:00 pm</u>	<u>Due by Wednesday 5/4</u> <u>5:00 pm at the latest</u>



OKLAHOMA STATE UNIVERSITY SYLLABUS ATTACHMENT Spring 2016

<http://academicaffairs.okstate.edu/>

**YOUR SUCCESS AS A STUDENT IS OUR TOP PRIORITY.
THIS INFORMATION IS PROVIDED TO ANSWER QUESTIONS MOST OFTEN ASKED BY STUDENTS.**

IMPORTANT DATES

Last day to add a class (without instructor permission)	1/19/2016
Last day to drop a course with no grade and 100% refund	1/19/2016
Last day to add a class (requires instructor & advisor permission)	1/22/2016
Last day to drop a course or withdraw from the University with an automatic "W" and receive a partial refund (requires advisor signature)	1/22/2016
Last day to post 6 week grades	2/23/2016
Last day to file diploma application (for name to appear in Fall Commencement program)	4/1/2016
Last day to drop a class or withdraw from the University with an automatic "W"	4/8/2016
Last day to withdraw from all OSU classes with an assigned grade of "W" or "F"	4/22/2016
Pre-Finals week	4/25-4/29/2016
Final examinations	5/2-5/6/2016

Note: Outreach, Internet, and short courses have unique drop/add and refund deadlines; lookup the specific deadlines for these courses on the Short, Internet and Outreach Class Schedules page of the Registrar's website <http://registrar.okstate.edu/SIO-Schedule>.

Spring Semester Holidays

University Holiday	1/18/2016
Students' Spring Break	3/14-3/18/2016

DROPPING A COURSE AND WITHDRAWING FROM THE UNIVERSITY, students often confuse these terms.

Dropping a Course (or courses) may occur during the first twelve weeks of the semester. This means, however, that you are still enrolled in at least one other OSU course. Exceptions to the deadlines above may only be considered by petition due to documented extraordinary circumstances and committee approval. The Retroactive Drop/Withdraw Petition and the Petition for a Refund of Tuition and Fees forms are available on the Registrar's website <http://registrar.okstate.edu/Forms>.

Withdrawing from the university means dropping *all* courses and you *are no longer enrolled for the current semester*. This may occur until the Friday before pre-finals week. The withdrawal process is initiated with your academic advisor. For additional information and dates, go to: [HTTP://ACADEMICAFFAIRS.OKSTATE.EDU/CONTENT/ADDING-DROPPING-AND-WITHDRAWING-COURSES](http://ACADEMICAFFAIRS.OKSTATE.EDU/CONTENT/ADDING-DROPPING-AND-WITHDRAWING-COURSES)

ALERTS AND RESCHEDULING

If the OSU campus officially closes due to inclement weather or other emergencies, alerts are provided to local news media and posted on the OSU website. Missed exams, classes, or assignments may be rescheduled at times outside the normal meeting schedule. If valid, documented circumstances prohibit students from attending the rescheduled classes, instructors should provide reasonable alternative means for makeup.

SEEK ANSWERS TO YOUR QUESTIONS

The OSU faculty and staff want you to be successful in your educational pursuits. If you have questions or concerns, seek help EARLY. We are here to assist you.

ACADEMIC INTEGRITY

101 Whitehurst, 405-744-5627

<http://academicintegrity.okstate.edu>

OSU is committed to maintaining the highest standards of integrity and ethical conduct. This level of ethical behavior and integrity will be

maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and altering academic records) will result in an official academic sanction. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript, and being suspended from the University. You have the right to appeal the charge.



COPYRIGHT & FAIR USE POLICY OF

Course materials may not be published, leased, OSU-related individual or group study without the and other copyright holders. This paragraph grants course, including PowerPoint slides, audio/video recordings, written, or other materials, for appropriate OSU-related educational use only. Lectures should not be recorded without permission from the faculty member and must not be further disseminated or shared.

COURSE MATERIALS

sold to others, or used for any purpose other than appropriate written permission of the faculty member in charge of the course you a limited license giving you access to materials for this

CLASS ATTENDANCE

Class attendance is a critical component of learning; therefore, you are expected to attend and participate fully in all scheduled class meetings. Many instructors consider attendance so essential that your grade may be affected by your absence. *SOME DEPARTMENTS AND PROFESSORS HAVE MANDATORY ATTENDANCE POLICIES*. If no written attendance policy is provided before the last day to add a class without instructor permission, no penalty may be assessed for class absences although you may not be permitted to make up certain in-class activities. If you are required to participate in official university-sponsored activities or military training, you should receive an excused absence unless the written course attendance policy indicates otherwise. If you will be absent from class for sponsored activities, you must provide prior notification of the planned absence to the instructor. You may be required to submit assignments or take examinations before the planned absence.

PRE-FINALS WEEK POLICY

Final examinations are scheduled at the end of each semester and are preceded by pre-finals week, which begins seven days prior to the first day of finals. During pre-finals week, all normal class activities will continue; however, no assignment, test, or examination accounting for more than 5% of the course grade may be given; and no activity or field trip may be scheduled that conflicts with another class. This excludes makeup and laboratory examinations, out-of-class assignments (or projects) made prior to pre-finals week and independent study courses.

No student or campus organization may hold meetings, banquets, receptions, or may sponsor or participate in any activity, program, or related function that requires student participation. For additional information, contact the Office of Academic Affairs, 405-744-5627, 101 Whitehurst.

FINAL EXAM OVERLOAD POLICY

In the event you have three or more final exams scheduled for a single day, you are entitled to arrange with the instructor of the highest numbered course (4 digit course number) or two highest, if you have four finals on one day, to re-schedule that examination(s) at a time and place of mutual convenience during final exam week. If the final exam overload includes a common final exam, the common final exam is excluded from rescheduling unless multiple common exams are scheduled at the same time. You should submit this request in writing, with a copy of your class schedule, at least two weeks prior to the beginning of final exam week. The instructor has one week prior to the beginning of final exam week to arrange a mutually convenient time and place for administration of the final exam. After one week, if an agreement cannot be reach, take the request to the department head.

INFORMATION TECHNOLOGY

Student Email - OSU uses your OKSTATE.EDU email address as a primary form of communication. Students are expected to check their OSU email on a frequent and consistent basis to remain informed of their official university business. If you do not use the OSU email system you must redirect your okstate.edu email using the Orange-Key System (www.okey.okstate.edu). Failure to maintain an accurate email address may result in missed or lost university communications. For email assistance contact the IT Helpdesk at 405-744-HELP (4357).

Computer Labs - A complete description of computer labs and hours of operations are available at their website: <https://it.sharepoint.okstate.edu/TechnologySupport/DeskSide/default.aspx>. Lab information is also available by calling the Information Technology Help Desk, 405-744-HELP (4357).

EDMON LOW LIBRARY HOURS

405-744-9775 or 405-744-9741

Monday-Thursday

Friday

Saturday

Saturday and Sunday

www.library.okstate.edu

Text 405-592-4128

7:00 a.m. – 2:00 a.m.

7:00 a.m. – 10:00 p.m.

9:00 a.m. – 10:00 p.m.

9:00 a.m. – 2:00 a.m.

*For holiday and intersession hours, check <http://www.library.okstate.edu/services/hours.htm>

*Contact the following for information on hours of operation:

Architecture Library	405-744-6047
Curriculum Materials Library	405-744-6310
Veterinary Medicine Library	405-744-6655

GENERAL EXPECTATIONS OF STUDENTS

By enrolling at Oklahoma State University, you accept responsibility for complying with all University policies and contracts, and for local, state and federal laws on- or off-campus that relate to the University's mission. **The Student Rights and Responsibilities Governing Student Behavior** document explains the standards of behavior expected of you, processes in place for enforcing the rules, and the University's response to violations <http://studentconduct.okstate.edu/>

In general, the University expects you to respect the rights of others and authorities, represent yourself truthfully and accurately at all times, respect private and public property, and take responsibility for your own actions and the actions of your guests. Call 405-744-5470 for more information.

WHERE TO GO FOR HELP

Instructor - If you have questions regarding your class, talk to your instructor. Faculty members usually include their office hours and/or phone number in the class syllabus. If you cannot locate this information, set a time to meet with your instructor by speaking with him/her prior to or immediately following your class session or check with the departmental office on when the instructor may be available.

Academic Advisor - All students will benefit by conferring with an advisor on a regular basis. If you do not know your advisor, or are unhappy with your advisor, talk to the Student Academic Services Director for your college.

Academic911.okstate.edu - Your online resource for academic and personal success, sponsored by Student Affairs.

Mathematics Learning Success Center

5th Floor, Edmon Low Library/405-744-5818 <http://www.math.okstate.edu/>

Tutors are available to answer questions for classes ranging from Beginning Algebra through Calculus II. Tutoring for Differential Equations and Linear Algebra is offered at specific times.

Writing Center

440 Student Union/405-744-6671 <http://osuwritingcenter.okstate.edu>

The Writing Center helps writers throughout the composing process; you should plan to visit early and often throughout the semester, not just the day before an assignment is due. Tutors will work with you to improve your brainstorming, organizational, and composing techniques.

Learning & Student Success Opportunity (LASSO) Tutoring Center

021 Classroom Building/405-744-3309 <https://lasso.okstate.edu/>

LASSO offers free individual tutoring for a variety of courses.

University Counseling Services

320 Student Union/405-744-5472 or 405-744-7007 <http://ucs.okstate.edu/>

Professional counselors offer confidential personal and/or career counseling.

Office of Student Disability Services (SDS)

315 Student Union/405-744-7116 <http://sds.okstate.edu/>

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodations from the Office of SDS. Please advise the instructor of your disability as soon as possible, and contact Student Disability Services, to ensure timely implementation of appropriate accommodations. Faculty has an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations. To receive services, you must submit appropriate documentation and complete an intake process to verify the existence of a qualified disability and identify reasonable accommodations.

Office of Equal Opportunity

408 Whitehurst/405-744-9153

OSU is committed to maintaining a learning environment that is free from discriminatory conduct based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. OSU does not discriminate on the basis of sex in its educational programs and activities. Examples of sexual misconduct and/or sex discrimination include: sexual violence, sexual harassment, sexual assault, domestic and intimate partner violence, stalking, or gender-based discrimination. OSU encourages any student who thinks that he or she may have been a victim of sexual misconduct or sexual discrimination to immediately report the incident to the Title IX Coordinator (405-744-9153) or Deputy Title IX Coordinator (405-744-5470). Students may also report incidents of sexual misconduct or sex discrimination to a faculty or staff member, who is then required by federal law (Title IX) to notify the Title IX or Deputy Title IX Coordinator. If a reporting student would like to keep the details confidential, the student may speak with staff in the

Student Counseling Center (405-744-5472) or the University's Victim Advocate (Suzanne Burks: 405-744-5458). For more information regarding Title IX violations, go to: <https://1is2many.okstate.edu/>.