**AUBURN UNIVERSITY SYLLABUS**

|  |  |
| --- | --- |
| Office: 108 Wallace Building Auburn University Voice: (334) 844-3823  Fax: (334) 844-3801 | **INSTRUCTOR:** Dr. Leane B. Skinner  E-mail: [skinnal@auburn.edu](mailto:skinnal@auburn.edu)  Credit Hours: 3 Semester Hours  Office Hours: By appointment |

**1. Course Number**: CTCT 7970/7976

**Course Title**: Special Topics: Advanced Internet Projects for Business Educators

**Credit Hours**: 3 semester hours

**Prerequisites**: Senior standing or Departmental approval

**Corequisites**: None

**2. Date Syllabus Prepared: Summer 2010**

1. **Texts and Equipment**:

Hartman, K. & Ackerman, E. (2005). *Searching and researching on the Internet & World Wide Web.* Franklin, Beedle, & Associates. (1-59028-036-9)

Headphones and a Microsphone

**4. Course Description:**

New and emerging technologies in business education and their application to educational settings.

**5. Course Objectives:**

Upon completion of this course, students will:

• Develop an understanding and appreciation of the vast uses of the Internet in today’s offices.

• Develop the ability to analyze information needs and apply critical thinking skills in designing search strategies.

• Develop the ability to employ the Internet to complete office tasks in a much more efficient and effective manner.

* Use the internet as a research tool for gathering information.

1. **Course Content:**

**See assignments in BlackBoard**

**7. Course Requirements:**

A. Complete all weekly assignment by due date

B. Post 1 article each week by Sunday midnight to the discussion board dealing with how the Internet can be used either in business or in the classroom. Your posting should include the article or a link to the article and your discussion of why you picked the article. You should also read all the articles posted and respond to at least two.

C. Complete a portfolio of the course assignments. Portfolio may be hard copy in a binder or electronic.

D. In order to pass the course, all requirements must be met.

**8. Grading and Evaluation Procedures:**

**Late assignments will not be accepted**

The following grading scale will be used:

90 – 100% = A

80% - 89.9% = B

70% - 79.9% = C

60% - 69.9% = D

Below 60% = F

The final grade for the course will be based on the following:

**Projects: 80 percent**

**Notebook/Electronic Portfolio: 10 percent**

**Discussion Board (Articles): 10 percent**

End of Term: A HARD COPY OF ALL ASSIGNMENTS IN A NOTEBOOK ARE DUE TO THE FOLOWING OFFICE NO LATER THAN JULY 28, 2010:

**Dr. Leane B. Skinner**

**Auburn University**

**108 Wallace Building**

**Auburn, AL 36849**

1. **Class Policy Statements:**

Participation: Students are expected to participate in all class discussions and participate in all exercises. It is the student’s responsibility to contact the instructor if assignment deadlines are not met. Students are responsible for initiating arrangements for missed work.

Attendance/Absences: Attendance is required at each class meeting. If an exam is missed, a make-up exam will be given only for University-approved excuses as outlined in the Tiger Cub. Arrangement to take the make-up exam must be made in advance. Students who miss an exam because of illness need a doctor’s statement for verification of sickness and should clear the absence with the instructor the day they return to class. Other unavoidable absences from campus must be documented and cleared with the instructor **in advance**.

Unannounced quizzes: There will be no unannounced quizzes.

Accommodations: Students who need accommodations are asked to arrange a meeting during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with my office hours, an alternative time can be arranged. To set up this meeting, please contact me by e-mail. Bring a copy of your Accommodation Memo and an Instructor Verification Form to the meeting. If you do not have an Accommodation Memo but need accommodations, make an appointment with the Program for Students with Disabilities at 1244 Haley Center, 844-2096 (V/TT).

Honesty Code: The University Academic Honesty Code and the Tiger Cub Rules and Regulations pertaining to Cheating will apply to this class.

Professionalism: As faculty, staff, and students interact in professional settings, they are expected to demonstrate professional behaviors as defined in the College’s conceptual framework. These professional commitments or dispositions are listed below:

* Engage in responsible and ethical professional practices
* Contribute to collaborative learning communities
* Demonstrate a commitment to diversity
* Model and nurture intellectual vitality

Distance Learning Students: Unless specific instructions have been given for a designated course, students in distance education courses shall take all closed resource examinations under the supervision of an approved proctor. Examples of approved proctors include a school superintendent, a principal of a high school, or a dean or department head of a college. Proctors shall be verified and exams shall be sent directly to the proctor who will manage the examination in a secure manner, requiring students to present a picture ID.

**9. Justification for Graduate Credit:**

The course will be taught at an advanced level and require extensive student participation. Students will be required to review, interpret, and analyze current literature related to the study topic. The course will contain some examination material; however, most graded material will come from student synthesis of the topic through papers and presentations.