

CIS 121 Intro to the Internet Syllabus

Course:	Introduction to the Internet CIS 121 Section 96 Fall 2010 Semester
Days/Times:	100% Online
Course Start & End Dates:	August 26, 2010 – October 20, 2010
Prerequisites:	None
Credit Hours:	2
Instructor:	Mrs. Janet Slominski
E-mail:	jlslominski@henryford.ucompass.com (Please allow 48 hours for a response)
Office Hours:	By appointment only

Catalog Description

The Internet is used by millions of people throughout the world to share information and ideas and to search for information on all kinds of topics electronically. This course introduces the student to the Internet, how it was developed, and how it works. The student will become familiar with the services and tools available, such as e-mail, Telnet, FTP, Gopher and the World Wide Web. The student will access information through popular online services and will learn about some of the major sources of information.

Course Objectives

After successful completion of CIS 121, the student should be able to:

- Describe the history of the Internet
- Use a browser to navigate the Web
- Use, create and send e-mail
- Use search engines to search the Web effectively
- * Find, evaluate and use Web information resources
- Download files
- Use advanced communication tools
- Access Newsgroups
- * Recognize when to find and download browser extensions
- Create a simple HTML document
- Add various types of hyperlinks to HTML documents
- Insert images into an HTML document
- * Publish a website

(*indicates meets critical thinking outcome)

Required Text

Schneider, Gary P. and Evans, Jessica. New Perspectives on The Internet – Comprehensive, 8th ed.
Course Technology/Cengage Learning, 2010.

ISBN-10: 0-538-74495-2 ISBN-13: 978-0-538-74495-9

Assignments/Late Work

- It is imperative that a student participates online, **daily**, if a student is to receive maximum benefits from this course.
- Students are required to check their email **every day** as well as the Announcements page in Ucompass **every day** for important announcements from the instructor. Not submitting an assignment on time because the student did not check his or her email for one or more days is not a valid reason for turning in an assignment late.
- **Assignments are due by 12:00 midnight on the dates indicated in the Course Schedule.** (The Course Schedule is on the last page in this syllabus.)
- **Assignments will be accepted 1 week after the due date and 1 point will be taken off. Under no circumstances will assignments be accepted more than 1 week late.**
- **If you know you will be unable to log into the virtual classroom for a few days due to your schedule (traveling on business, birth of a child, etc), you may work ahead by requesting the files prior to them being made available in UCompass. I will email them to you.**
- **Assignments must have your name, course information and indicate the assignment.**

Example: Jane Doe
 CIS 121 Section 96
 Tutorial 1 Assignment

- If we have a serious, ongoing network failure (more than 1 day in a row), I will adjust due dates accordingly.
- For the policy on completing tests after the due date, see the “Test Make-up Policy” below.

Submitting the Wrong Assignment

In an online classroom, students sometimes submit the wrong assignment in UCompass for various reasons. Regardless of the reason the wrong assignment was submitted in UCompass, the first time the wrong assignment is submitted the student will be notified by e-mail that the wrong assignment was submitted. **The student will have 72 hours (3 days) from the day/time the e-mail was sent notifying them that they completed the wrong assignment and to complete and submit the correct assignment.** Students should also e-mail the assignment to the instructor to make sure the instructor receives the assignment. **Students are allowed to resubmit the correct assignment one time during the entire course.** Submitting the wrong assignment thereafter will result in a zero for that assignment and the instructor will not notify the student that they’ve submitted the wrong assignment.

Test Make-up Policy

All of your tests will be taken online and are open book. Tests must be taken by the due date indicated in the Course Schedule. You will have one week to complete each test. Therefore, it is the responsibility of the student to contact the instructor **prior** to the due date of a test if you are unable to take the test or are having any technical difficulties taking the test online. You will be allowed to make up **one** test under this condition **only**.

E-mail Accounts

Students using UCompass Educator have a course e-mail account within their UCompass course. Course correspondence should be conducted through this account. This will allow separation of course business from personal e-mail and ensure that students receive important course communication from the instructor. The e-mail address for students inside the UCompass Educator Course E-mail Account is **username@henryford.ucompass.com**. **It is the student's responsibility to check their course e-mail once a day to ensure they have not missed any messages from their instructor, regarding changed assignment due dates, resubmitting the correct assignment within 72 hours of being notified they submitted the wrong assignment in Ucompass, and retaking a test due to technical difficulty.**

Against my advice, some students change their default e-mail address in UCompass from their UCompass e-mail address to their own personal e-mail address (e.g. gmail, AOL, Yahoo e-mail accounts) or turn on the forwarding feature in UCompass so e-mails are automatically forwarded to their personal e-mail account address. Under these circumstances, students are responsible for checking their personal e-mail accounts once a day for e-mails from the instructor. Please be aware that emails from the instructor sometimes go into the "Junk" or "Spam" folder of personal email accounts and it is the student's responsibility to check these folders for e-mails from the instructor. Students should also keep any e-mails to and from the instructor until they receive their final grade in the course.

COURSE POLICIES

Academic Dishonesty (Cheating):

Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, programs and projects must be that of the student's own work. A portion of the Policy on Academic Dishonesty for Henry Ford Community College is as follows:

Academic dishonesty is any activity intended to improve a student's grade fraudulently. It includes, but is not limited to, the following:*

- 1. Unauthorized acquisition of tests or alteration of grades (such as the stealing of tests, test keys, or grade books from faculty offices or elsewhere, or the purchasing of tests or grade books);*
- 2. Unauthorized use of notes, books, or other prohibited materials during an examination;*
- 3. Open cheating on an examination (such as copying from another student's paper);*
- 4. Permitting another person to take a test in the student's place or receiving unauthorized assistance with any work for which academic credit is received;*
- 5. Providing unauthorized assistance with any work for which academic credit is received;*
- 6. Revision of graded work in an attempt to receive additional credit fraudulently;*

7. *Plagiarism (using another person's work without acknowledgment);*
8. *Any other conduct intended to obtain academic credit fraudulently or dishonestly.*

The penalty for violating the Academic Dishonesty Policy is severe. Any student violating the policy is subject to receive a failing grade for the course and will be reported to the Office of the Registrar. **If a student is unclear about whether a particular situation may constitute as a violation, the student should meet with the instructor to discuss the situation.**

For this class, it is permissible to assist classmates in general discussions of computing techniques using the discussion board in UCompass. General advice and interaction are encouraged. Each student, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may not "work together" on graded assignments. Such collaboration constitutes cheating. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own.

Incompletes

You will not be given an incomplete grade in the course without sound reason and documented evidence as described in the College Catalog. In any case, for you to receive an incomplete, you must be passing and must have completed a significant portion of the course. You must notify me in writing that you would like to request an Incomplete grade for the course, and give an explanation why you are requesting the Incomplete grade. I reserve the right to deny the request if the student has not met all of the requirements as described in the College Catalog. Failure to comply will result in the grade you would have otherwise received.

Dropping

Automatic drop grades are not generally given. **To receive a drop (DR) grade, you must officially drop the class through the Registrar's office.** After this date, you must notify me in writing that you would like to be dropped from the course and give an explanation why you are requesting a drop grade. Failure to comply will result in the grade you would have otherwise received.

Student Conduct On-Line Policy

Students at HFCC are expected to show respect for order, law, the personal rights of others, and the educational mission of the College, as well as to maintain standards of personal integrity. Students working online will be held to the same behavioral standards as students in traditional classrooms. Please be aware that I will be observing your discussions with each other on the discussion board in UCompass, and I will review those discussions. Specifically, you should adhere to the following guidelines:

1. Personal correspondence should be conducted elsewhere.
2. Treat others as you would like to be treated.
3. "Flaming", an angry series of words or comments used to personally attack others who may disagree with you, is not permitted.
4. Take time to review the tone, language, word choice, spelling, and grammar of any written correspondence prior to sending it. You will be judged by the quality of your work.

5. HFCC's computer use policy is in effect. It can be found at <http://www2.hfcc.edu/resources/policy.htm>.

Grading Policy

	Points	Grading	
Assignments	145	A	94 - 100%
Create a CoursePort Account	5	A-	92 - 93%
Test #1	50	B+	90 - 91%
Test #2	50	B	86 - 89%
Test #3	50	B-	84 - 85%
		C+	82 - 83%
		C	78 - 81%
		C-	76 - 77%
		D+	74 - 75%
		D	70 - 73%
		D-	68 - 69%
		E	Below 68

Getting Help

Students enrolled in a CIS class (including online only classes) can use the main computer lab in Room T194 in the Technical Building on the main campus. Call ahead to check the hours the lab is open and bring your class schedule with you. You will not be allowed to enter the lab unless you prove you are a CIS student. Lab technicians are in the lab and will help you with assignments.

Please see the Course Schedule on the next page for due dates.

**CIS 121 Intro to the Internet
Tentative Course Schedule**

This schedule is tentative and may be changed.

Week Beginning	Tutorial Covered	Due Dates
August 26, 2010 (Week 1)	Tutorial 1 Create CoursePort Account	9/6 9/6
Sept 6, 2010 (Week 2)	Tutorial 2 Tutorial 3	9/13 9/13
Sept 13, 2010 (Week 3)	Tutorial 4 Tutorial 5 Test #1 (Tutorials 1-5)	9/20 9/20 9/20
Sept 20, 2010 (Week 4)	Tutorial 7 Tutorial 8	9/27 9/27
Sept 27, 2010 (Week 5)	Tutorial 9 Test #2 (Tutorials 7-9)	10/4 10/4
Oct 4, 2010 (Week 6)	Tutorial 6 Tutorial 10	10/11 10/11
Oct 11, 2010 (Week 7)	Appendix A Test #3 (Tutorials 6, 10 & Appendix A) Extra Credit (optional)	10/20 10/20 10/20

Everything must be turned in by 12:00 midnight on October 20, 2010. Anything submitted after 12:00 midnight on October 20, 2010, will receive zero points. There will be no exceptions.