

CHAMINADE UNIVERSITY MISSION STATEMENT

Chaminade University offers its students an education in a collaborative learning environment that prepares them for life, service, and successful careers. Guided by its Catholic, Marianist and liberal arts educational traditions, Chaminade encourages the development of moral character, personal competencies, and a commitment to build a just and peaceful society. The university offers both the civic and church communities of the Pacific region its academic and intellectual resources in the pursuit of common aims.

Fall 2022 Semester
August 22 – December 9, 2022
CIS320-IS-01 Relational DB Concepts & Practice

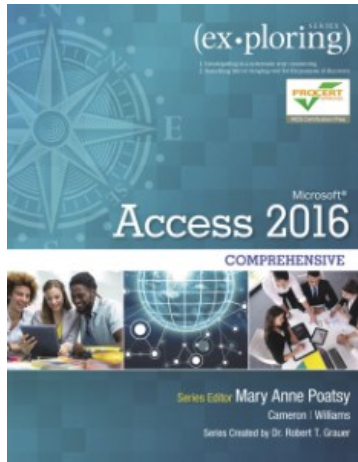
Lifelong Learning is a core of the university environment. *Learning* is the responsibility of students. "Tell me and I forget. Show me and I remember. Involve me and I understand." This Chinese proverb I use in my classroom. *Class participation* is **priceless**.

1. FACULTY CONTACT INFORMATION

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Class Schedule:	TBD
Office Hours:	Noon – 01:00 PM MWF at Kieffer Room 28

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2. OVERVIEW

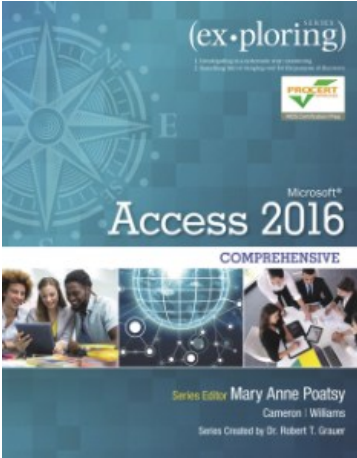


Big Data Analytics is a broad term for data sets so large and so complex that traditional data processing applications are inadequate. A sub-set of these massive volumes of data is being captured by relational databases and further analyzed by smaller DB such as Access. Data is manipulated using Business Intelligence or Data Mining software. Internet voluminous amount of structured and unstructured data has the potential to be mined for information which became an essential part of our life.

Any data on the Internet has a potential to be captured and monetized (Google, Facebook, Tweeter). Therefore, it is important to learn basic computing skills and gain knowledge to become data fluent. During this course, we will look into Access DB which has been used universally in every division of the business and many individuals to track their own business endeavors.

Business world expects advanced hands-on knowledge of Access from the higher education graduates. In the current job market, comprehension of Access DB is assumed. Students who possess these skills highly increase chances to obtain a job offer they desired.

TEXTBOOK:

	<p>NOTE: This course has its own portal called myITlab. All assignments will be located on myITlab.</p> <p>At minimum, an access code to myITlab portal with eText is required for this course.</p> <p>If you have questions about selecting resources for this course, please contact me first via email: maria.brownlow@chaminade.edu to discuss individually your options.</p> <p>ISBN: 978-0-13-447945-3</p>
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In the CIS320 course students practice usage of concepts of the relational database analyzing real business cases. Through extensive hands-on exercises, students master skills how to use relational database and its objects to interpret data.

Using case studies and “beyond the classroom” capstone projects students practice how to transform raw data into meaningful and useful information for business decision making process.

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Business Intelligence (BI) using Access DB can manage a large amount of unstructured data to identify, develop, and then create new opportunities.

Relational database, entity-relationship model, normal forms, data manipulation language to query and modify databases, and Web applications concepts will be taught. Course introduces use of English-like Structured Query Language (SQL). Prerequisite: CIS103 Computers and Applications Software. Offered spring semester.

3. CATALOGUE COURSE DESCRIPTION

In this course, through extensive hands-on exercises, students master skills in the use of relational databases and their objects. Students also practice techniques for re-designing a relational database for an organization.

Using case studies and “beyond the classroom” projects students practice how to transform raw data into meaningful and useful information for business purposes. Business Intelligence (BI) using Access can manage a large amount of unstructured data to identify, develop and then create new opportunities.

Students work in teams using real business cases. Each student actively participates in the course through playing role of the Team Leader or Team Member in rotation. Capstone projects are used in classroom, which simulate real business projects.

4. ACCESS DB 2013 SERIES EXPLORING ... Moving students beyond the point-and-click!

The goal of the Exploring series is to open passage for students beyond the point and click, to understanding the why and how behind each skill. So much learning take place outside of the classroom, these series provide learning tools that students can access anywhere and anytime.

Students go to college now with a diverse set of skills than they did years ago. With this in mind, the Exploring series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everyone needs to know.

MyITLab is an online homework, tutorial and assessment program designed to work with this text to engage students and improve results. Within its structured environment, students practice what they learn, assess their understanding, and pursue a personalized study plan that helps them to absorb course material and understand challenging concepts.

Students will demonstrate how to:

1. **Obtain** Access 2016 DB training and tutorials in a new, easy-to-use design.
2. **Engage** students with new cloud based, HTML5 MS Office simulations that mirror the content in selected textbook.

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3. **Extend** learning in and beyond the classroom and all simulations are fully compatible with any tablet, laptop, or iPad®
4. **Practice** on business cases from a global library of MyITLab.
5. **Connect** with others to exchange ideas about optimum solutions.

5. ACCESS DATABASE

Databases are everywhere, every Internet application uses database. This course introduces the concepts and real-world applications that use relational database software. Organizations rely on databases to store data that is presented as information through reports and graphs.

Foundational database competencies, including building tables, defining fields, relating tables, entering, and editing data, filtering, and sorting will be covered. Students will query the database to select, calculate and summarize information. Students will build and customize forms and reports.

6. PROGRAM LEARNING OUTCOMES

This is a capstone course, which is an extension of the CIS103 Computers & Applications Software comprehensive course where students had learned how to use the Access Relational Database. In this course students practice the Access functionality by re-designing the relational database and use it to solve real-business challenges in decision-making process.

This course is one of the four courses required to obtain a minor in Computer Information Systems (CIS). A graduating student will have demonstrated the following competencies:

1. **Understand** the contemporary computer organization and operating systems architecture, networks, Internet and web technologies, and relational database systems (knowledge)
2. **Analyze and evaluate** obtained data results.
3. **Apprise** the regulatory and ethical issues pertinent to computer information systems (evaluation),
4. **Describe** the data cybersecurity vulnerabilities and **recommended** best practices to protect data. (synthesis)

7. COURSE LEARNING OUTCOMES (CLO)

1. **Interpret** data obtained from the business cases (knowledge, comprehension, and application).
2. **Apprise, manipulate** data, and **develop** solution (analysis, evaluation)
3. **Compose** the plan, **propose** solution, **prepare**, and **manage** solution (synthesis)

Alignment of Learning Outcomes: PLO, CLO with Marianist, and Hawaiian Values

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	CLO 1	CLO 2	CLO 3
Marianist Values	2, 3	2, 3	4, 5
Native Hawaiian Values	2, 3	2, 3	4, 5
Program Learning Outcomes (PLO)	2, 3, 4, 5	2, 3, 4, 5	2, 3, 4, 5

Objectives Mapped to Exercises

Objective	Hands-On	Practice Exercise	Mid-Level	Beyond the Classroom	Capstone
Understand Database Fundamentals	1	1,2,3	1,2,3	1,2,3,4	1
Use an Existing Database	1	1,2,3	2,3	2,3,4	1
Sort Table Data on One or Multiple Fields	1,2	1	1,2	1	1
Create, Modify, and Remove Filters	1,2	1,2	1,2,3	1,2	1
Know When to Use Access or Excel to Manage Data	3	2,3	1, 2,3	1,2,3	1
Understand Relational Power	3	2,3	1,2,3	1,2,3	1
Create a Database	4	1,3	1	1	

8. APPROXIMATE SCHEDULE ... will be available on the 1st day of class.

9. COURSE TEACHING APPROACH

This course is designed to promote student participation through “hands-on” lab exercises and projects. Demonstrations and videos will be used to assist in completing assignments in a form of hands-on exercises and skill-based exams at the end of every chapter. Students are responsible for reading recommended textbook chapters and participating in “hands-on” exercises in the classroom.

11. MARIANIST VALUES

This class represents one component of your education at Chaminade University of Honolulu. An education in the *Marianist Tradition* is marked by five principles and you should take every opportunity possible to reflect upon the role of these characteristics in your education and development as a whole person.

1. Educate for formation in faith

“As higher educational institutions, Marianist universities have kept, along with education in the disciplines, a commitment to the development of the whole person, which includes the dimension of religious faith and its personal appropriation and practice.”

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Catholic Universities affirm an intricate relationship between reason and faith. As important as discursive and logical formulations and critical thinking are, they are not able to capture all that can be and ought to be learned. Intellectual rigor coupled with respectful humility provides a more profound preparation for both career and life. Intellectual rigor characterizes the pursuit of all that can be learned. Respectful humility reminds people of faith that they need to learn from those who are of other faiths and culture, as well as from those who may have no religious faith at all.¹

2. Provide an integral quality education

“In the Marianist approach to education, “excellence” includes the whole person, not just the technician or rhetorician. It also includes people with their curricular and extra-curricular experiences, their intellectual and spiritual development, understood and supported best in and through community.”

In the Marianist approach to education, excellence includes the whole person, not just the technician or rhetorician. Marianist universities educate whole persons, developing their physical, psychological, intellectual, moral, spiritual, and social qualities. Faculty and students address fundamental moral attitudes, develop their personal talents, and acquire skills that will help them learn all their lives. The Marianist approach to education links theory and practice, liberal and professional education. Our age has been deeply shaped by science and technology. Most recently, information and educational technologies have changed the way faculty and students research and teach. At Marianist universities, two goals are pursued simultaneously: an appropriate use of information technology for learning, and the enhancement of interaction between students and teachers. As Catholic, Marianist Universities seek to embrace diverse peoples and understand diverse cultures, convinced that, when such people come together, one of the highest purposes of education is realized: a human community that respects every individual within it.

3. Educate in family spirit

“Marianist educational experience fosters the development of a community characterized by a sense of family spirit that accepts each person with loving respect and draws everyone in the university into the challenge of building community. Community support for scholarship, friendship among faculty, staff and students, and participation in university governance characterize the Marianist University.”

Known for their powerful sense of community, Marianists have traditionally spoken of this sense as “family spirit.” Marianist educational experience fosters the development of a community characterized by a sense of family spirit that accepts each person with loving respect and draws everyone in the university into the challenge of community building. Family spirit also enables Marianist universities to challenge their students, faculty and staff to excellence and maturity, because the acceptance and love of a community gives its members the courage to risk failure and the joy of sharing success.

4. Educate for service, justice, and peace

¹ 2019-20202 UG Catalog

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“The Marianist approach to higher education is deeply committed to the common good. The intellectual life itself is undertaken as a form of service in the interest of justice and peace, and the university curriculum is designed to connect the classroom with the wider world. In addition, Marianist universities extend a special concern for the poor and marginalized and promote the dignity, rights, and responsibilities of all peoples.”

The Marianist approach to higher education is deeply committed to the common good. The intellectual life itself is undertaken as a form of service in the interest of justice and peace, and the university curriculum is designed to connect the classroom with the wider world. In addition, Marianist universities extend a special concern for the poor and marginalized and promote dignity, rights, and responsibilities of all people.

5. Educate for adaptation and change

“In the midst of rapid social and technological change, Marianist universities readily adapt and change their methods and structures so that the wisdom of their educational philosophy and spirituality may be transmitted even more fully.”²

In the midst of rapid social and technological change, Marianist universities readily adapt and change their methods and structures so that the wisdom of their educational philosophy and spirituality may be transmitted even more fully. “New Times call for new methods,” Father Chaminade often repeated. The Marianist University faces the future confidently, on the one hand knowing that it draws on a rich educational philosophy, and on the other fully aware for that philosophy to remain vibrant in changing times, adaptations need to be met. Selected from Characteristics of Marianist Universities: A Resource Paper Published in 1999 by Chaminade University of Honolulu, St. Mary’s University and University of Dayton.

12. NATIVE HAWAIIAN VALUES

Education is an integral value in both Marianist and Native Hawaiian culture. Both recognize the transformative effect of a well-rounded, value-centered education on society, particularly in seeking justice for the marginalized, the forgotten, and the oppressed, always with an eye toward God (Ke Akua). This is reflected in the ‘Olelo No’eau (Hawaiian proverbs) and Marianist core beliefs:

1. **Educate for Formation in Faith (Mana)** E ola au i ke akua (‘Olelo No’eau 364) [May I live by God.](#)
2. **Provide an Integral, Quality Education (Na’auao)** Lawe i ka ma’alea a kū’ono’ono (‘Olelo No’eau 1957) [Acquire skills and make it deep.](#)
3. **Educate in Family Spirit (‘Ohana)** ‘Ike aku, ‘ike mai, kōkua aku kōkua mai; pela iho la ka nohana ‘ohana (‘Olelo No’eau 1200) [Recognize others, be recognized, help others, be helped; such is a family relationship.](#)
4. **Educate for Service, Justice, and Peace (Aloha)** Ka lama kū o ka no’eau (‘Olelo No’eau 1430) [Education is the standing torch of wisdom and using it has no boundaries.](#)

² Characteristics of Marianist Universities booklet www.marianistuniversities.org

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5. **Educate for Adaptation and Change (Aina)** ‘A’ohe pau ka ‘ike i ka hālau ho‘okahi (‘Ōlelo No‘eau 203) *All knowledge is not taught in the same school.*

13. GRADING

Grading will be based on the following table:

GRADING YOUR ACCOMPLISHMENTS:	GRADE SCALE:
Assignments	A = 90% – 100%
Exams	B = 80% – 90%
Projects	C = 70% – 80%
Attendance & class participation = Priceless	

Final grade for the CS320 course will be calculated as an average of Access DB lab assignments grades. Attendance is required. All assignments will be posted on the myITlab portal. Assignments on [myITlab](#) portal **must be** completed [within the same week as assigned](#). A request to make up an assignment will be allowed only with prior approval from the instructor. Students must request the make-up date before the scheduled examination date.

The final grade is calculated from the student’s assignments, class participation, and attendance. The letter grades are given in all courses except those conducted on a credit/no credit basis. They are interpreted as follows:

- A → Outstanding scholarship and an unusual degree of intellectual initiative
- B → Superior work done in a consistent and intellectual manner
- C → Average grade indicating a competent grasp of subject matter
- D → Inferior work of the lowest passing grade, not satisfactory for fulfillment of prerequisite course work
- F → Failed to grasp the minimum subject matter; no credit given
- W → Withdrawal before published deadline
- I → The issuance of an “I” grade is not automatic. At the discretion of the faculty member, a grade of “I” may be assigned to a student who has successfully completed with at least a passing grade, a majority of the work of the course and who has an unavoidable and compelling reason the remainder of the work cannot be completed on schedule
- IP → In progress; primarily used for thesis completion or practicum completion
- AU → Audit
- CR/NC → Credit/N

Learning is never ending process. We learn every day by observing, solving problems, making mistakes and try not to repeat them. Student responsibility is discovering your own style of learning. Educators’ responsibility is to crate learning environment that student flourish.

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What students need to know about my pedagogy, how to succeed in such environment?

1. Maintain open communication.
2. You have a question, just ask me.
3. The myLab IT course resides on the Pearson myLAB IT portal specifically developed for the textbook.
4. You grade yourself by submitting assignments into myLAB IT.
5. If you obtained a grade that you did not expect and you want review incorrect answers and re-do them, you are welcome to do this within next two weeks. Practice is learning.
6. I do not deduct points.
7. We do not have final exam. However, we have exams during semester, which are logically scheduled based on the covered material.
8. Exams cannot be repeated and must be completed within assigned dates. If unusual circumstances had occurred, and you notify me before the date of the exam, exam will be rescheduled. Each request to re-do exam will be considered individually.

14. TITLE IX COMPLIANCE

Chaminade University of Honolulu recognizes the inherent dignity of all individuals and promotes respect for all people. Sexual misconduct, physical and/or psychological abuse will NOT be tolerated at CUH. If you have been the victim of sexual misconduct, physical and/or psychological abuse, we encourage you to report this matter promptly. As a faculty member, I am interested in promoting a safe and healthy environment, and should I learn of any sexual misconduct, physical and/or psychological abuse, I must report the matter to the Title IX Coordinator. If you or someone you know has been harassed or assaulted, you can find the appropriate resources by visiting Campus Ministry, the Dean of Students Office, the Counseling Center, or the Office for Compliance and Personnel Services.

15. UNIVERSITY POLICIES

Undergraduate Catalog, 2019-2020 Academic Year

https://portal.chaminade.edu/student/CourseCatalog/2019-2020-UG-Catalog_updated.pdf

Student Conduct

Undergraduate Catalog, 2019-2020 Academic Year, page 39

Any community must have a set of rules and standards of conduct by which it operates. At Chaminade, these standards are outlined so as to reflect both the Catholic, Marianist values of the institution and to honor and respect students as responsible adults. All alleged violations of the community standards are managed through an established student conduct process, outlined in the Student Handbook, and operated within the guidelines set to honor both students' rights and campus values.

Students should conduct themselves in a manner that reflects the ideals of the University. This includes knowing and respecting the intent of rules, regulations, and/or policies presented in the

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Student Handbook, and realizing that students are subject to the University's jurisdiction from the time of their admission until their enrollment has been formally terminated. Please refer to the Student Handbook for more details. A copy of the Student Handbook is available on the Chaminade website.

Student Health

In the overall scope of student development, health care is a vital element for physical development and well-being. Because Chaminade University does not have a health center on campus, we offer free alternative means of transportation for residence students to and from several local public clinics and area hospitals.

Please visit <https://studentaffairs.chaminade.edu/counseling-center/health-services/> for more information. Chaminade supports health requirements that complement the goals of maintaining a healthy, safe campus. These requirements are based upon laws of the State of Hawaii and therefore are strictly enforced. Failure to comply will result in being prohibited from registering for classes and/or moving into residence halls. For more information, see page 39 and following pages.

Tutoring Services

All Chaminade undergraduate students are eligible to receive free tutoring through Kōkua 'Ike: Center for Student Learning. Kōkua 'Ike. Provides in-person tutoring with student or professional tutors. Appointments are scheduled via an online appointment system. Students seeking more information and wanted to schedule appointments should stop by Kōkua 'Ike, located in the Student Services Building, call the [Tutor Coordinator at 808-735-8305](tel:808-735-8305) or [email tutoring@chaminade.edu](mailto:tutoring@chaminade.edu).

Graduate students are also eligible for tutoring in certain subject areas. Please call 808-735-8305 for further information. All Chaminade students have access to Smarthinking, an online tutoring resource. Students may access Smarthinking through the university's learning management system. [Please call 808-735-8305 for further information.](tel:808-735-8305)

Academic Grievance

Concerns of Academic Issues Questions regarding the conduct of a course, including grading, should be directed to the instructor of the course. If the issue cannot be resolved in discussion with the instructor, the student should invoke the additional steps outlined below.

The following three items of an academic nature have specific procedures to address concerns:

1. Course content that veers significantly and substantively from the content and requirements as set forth in a course syllabus
2. Demonstrably arbitrary/unfair evaluation of student produced coursework
3. Accusations of plagiarism or other forms of academic dishonesty.

Page #53 and following pages

Academic Honesty

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Academic honesty is an essential aspect of all learning, scholarship, and research. It is one of the values regarded most highly by academic communities throughout the world. Violations of the principle of academic honesty are extremely serious and will not be tolerated.

Students are responsible for promoting academic honesty at Chaminade by not participating in any act of dishonesty and by reporting any incidence of academic dishonesty to an instructor or to a University official. Academic dishonesty may include theft of records or examinations, alteration of grades, and plagiarism, in addition to more obvious dishonesty.

Questions of academic dishonesty in a particular class are first reviewed by the instructor, who must make a report with recommendations to the Dean of the Academic Division. Punishment for academic dishonesty will be determined by the instructor and the Dean of Academic Division and may include an “F” grade for the work in question, an “F” grade for the course, suspension, or dismissal from the University.

Accusations of Plagiarism or Other Forms of Academic Dishonesty

Plagiarism is the offering of work of another as one’s own. Plagiarism is a serious offense and may include, but is not limited to, the following:

1. Complete or partial copying directly from a published or unpublished source without proper acknowledgement to the author. Minor changes in wording or syntax are not sufficient to avoid charges of plagiarism. Proper acknowledgement of the source of a text is always mandatory.
2. Paraphrasing the work of another without proper author acknowledgement.
3. Submitting as one’s own original work, however freely given or purchased, the original exam, research paper, manuscript, report, computer file, or other assignment that has been prepared by another individual.

In the cases of alleged academic dishonesty, such as plagiarism, cheating, claiming work not done by the student, or lying, where a faculty member observes or discovers the dishonesty, the faculty members may choose to confront the student and handle the matter between the faculty member and the student, or the faculty member may choose to refer the incident to the Dean or Graduate Program Director. If the Dean or Graduate Program Director is the instructor in question, the concern should be directed to the Provost. If the Provost is the instructor in question, the concern should be directed to the President. If the faculty member chooses to confront the situation and it is not satisfactorily resolved between the faculty member and the student, the matter may then be referred or appealed to the Dean or Director.

In either case, the Dean or Graduate Program Director may choose to resolve the matter through a meeting with both the student and the faculty member or refer the matter to the provost. The findings, in either case, are final.

ADA Policy

<https://chaminade.edu/student-life/counseling-services/>

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email: counselingcenter@chaminade.edu

Counseling Center, Student Support Services Building, Room 101, (808) 735-4845. Pursuant to federal and state laws, including the Americans with Disabilities Act of 1990 as amended by the ADA Amendments Act of 2008 and Section 504 of the Rehabilitation Act of 1973, all qualified students with disabilities are protected from discrimination on the basis of disability and are eligible for reasonable accommodations or modifications in the academic environment to enable them with equal access to academic programs, services, or activities. If a student would like to determine if they meet the criteria for accommodations, they should contact the Counseling Center at (808) 735-4845

or email counselingcenter@chaminade.edu for further information.

Attendance Policy

Class begins on time. ***Unexcused absence*** is unacceptable. ***Chronic tardiness will be viewed as absence from class.*** Attendance is expected and essential for your progress in this class. The goal of the lecture and discussion is to provide the needed context to remove barriers to students understanding of the material.

The following attendance policy is from the 2018-2019 Academic Catalog (p. 57-58). Faculty members should also check with their divisions for division-specific guidelines.

Students are expected to regularly attend all courses for which they are registered. Student should notify their instructors when illness or other extenuating circumstances prevents them from attending class and plan to complete missed assignments. Notification may be done by emailing the instructor's Chaminade email address, calling the instructor's campus extension, or by leaving a message with the instructor's division office. It is the instructor's prerogative to modify deadlines of course requirements accordingly. Any student who stops attending a course without officially withdrawing may receive a failing grade.

Unexcused absences equivalent to more than a week of classes may lead to a grade reduction for the course. Any unexcused absence of two consecutive weeks or more may result in being withdrawn from the course by the instructor, *although the instructor is not required to withdraw students in that scenario*. Repeated absences put students at risk of failing grades.

Campus Security, Henry Hall Annex (808) 735 - 4792

Campus Security at the university is overseen by the Director of Campus Safety, a full-time university employee. Guard services are contracted with Allied Universal. The Campus Security Officers are uniformed, unarmed, and not deputized. Their authority to arrest is the same power as that of any private citizen.

Cell phones, tablets, and laptops

Out of consideration for your classmates, please set your cell phone to silent mode during class. Students are encouraged to bring laptops or tablets to class as the instructor will assign online activities and readings that will require the use of a laptop or tablet. Laptops and tablets should

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not be misused, such as checking distracting websites. Use your best judgment and respect your classmates and instructor.

Chat online:

Introduce yourself to others in the chat session. Be polite. Choose words carefully. Do not use derogatory statements. Be concise in responding to others in the chat session. Be constructive in your comments.

Classroom Policies

While each instructor has their own policies regarding classroom conduct and requirements, the following University policies apply to all classes:

- Smoking and alcoholic beverages are prohibited in all classrooms, whether or not class is in session.
- No pets are allowed in class. Exceptions will be made in the case of a seeing-eye dog.
- Radio, CD players, headsets, televisions, and other personal audiovisual equipment not pertinent to the class are prohibited during class.
- Cellular telephone use is also prohibited during class except in extenuating circumstances approved in advance by the professor.
- The use of any camera or video devices while in class, restrooms, locker rooms, or in any situation not normally considered public or where users of the facility may expect privacy is prohibited. Such devices shall include but are not limited to those in mobile telephones, computers, electronic organizers, or other more surreptitious equipment, and which are capable of capturing either still or moving image.
- A dress code requiring footwear and appropriate attire, to be worn in classrooms, as well as in the library, cafeteria, and administrative offices. No beachwear is allowed. Laboratories have additional requirements. Please note that it is the instructor's sole prerogative to determine whether a student is.
- In a fit condition to perform classroom work (e.g., is not under the influence of alcohol or drugs, and is not sleeping).
- Working on assignments for that particular class (rather than working on projects for other classes or engaging in activity unrelated to schoolwork).
- Distracting other students as to impair the learning environment.

If the instructor finds a student in violation of any of these provisions, or the policies outlines in the course syllabus, he or she may require the student to leave the classroom and may subsequently mark the student absent, which could eventually affect the student's final grade. Failure on the part of the student to honor the instructor's request to leave the classroom may result in removal of the student by the University security personnel and initiation of the University disciplinary process.

Communicable Disease Policy

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<https://www.cdc.gov/>

Residence Life: (808) 739-4648

Dean of Students: (808) 735-4710

Discussion Groups:

1. Review discussion threads thoroughly before entering the discussion.
2. Maintain threads by using the “reply” button rather than starting a new topic.
3. Be respectful of others’ ideas.
4. Read the comments of others thoroughly before entering your remarks.
5. Cooperate with group leaders in completing assigned tasks.
6. Be positive and constructive in group discussions.
7. Respond in a thoughtful and timely manner.

Drug – Free Workplace & Campus Policy

Student Handbook, on page # 43

Grades of "Incomplete"

Student will be given one more chance to complete assignment within 90 days.

Guidelines for Communication

Email: Use your Chaminade email account.

Always include a subject line.

Remember that without others being able to see your facial expressions or hear your tone, some comments may be taken in a way you did not intend. So be careful in wording your emails. Use of emoticons may be helpful in some cases.

Special formatting such as centering, audio messages, tables, html, etc. should be avoided unless necessary to complete an assignment or other communication.

Information Technology Resources

Computer Labs The public computer lab on campus is located on the central floor of the Sullivan Family Library. This computer lab features PC desktops as well as MACs with a variety of software and provides an ideal environment for students and faculty to reference materials for research, as well as work assignments. For use of specialized computer labs in Environmental + Interior Design and Communications, please seek approval from the respective department. 2019-2020 UG Catalog, page # 24.

Instructor and Student Communication

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Questions for this course can be emailed to the instructor at maria.brownlow@chaminade.edu online, in-person and phone conferences can be arranged. Response time will take place up to time required for discussion.

Online, in-person and phone conferences can be arranged. Response time will take place within 24 hours.

Late Work Policy

Points are NOT deducted however assignment must be delivered within 2 weeks of assignment date or valid reason is provided.

Library:

Provide a link to the Chaminade library, www.chaminade.edu/library

Privacy and Confidentiality

See Catalog, page #50

Here are a few important items “**You Need to Know:**”

24-Hour Chaminade University **Emergency Information Hotline (808) 739 - 7499; (833) 739 - 7499**
University Emergency Information webpage: <https://chaminade.edu/emergency/>

Technical Support:

CANVAS Technical Support is: **1-877-251-6615**

Technical Assistance for Canvas Users:

Search for help on specific topics at help.instructure.com

[Chat live with Canvas Support 24/7/365](#)

Watch this [video to get you started](#) with online guides and tutorials

Contact the Chaminade IT **Helpdesk** for technical issues:

helpdesk@chaminade.edu or **call (808) 735-4855**

Use of Technology to Harass

No student may, under any circumstances, use technology to harass any other person.

Writing Policy

This course support described recommendation on formatting, e.g., use of MLA or APA. The standard font is Calibri or Arial.