SYLLABUS

3140 Waialae Avenue
Honolulu, Hawai'i 96816-1578

1. FACULTY CONTACT INFORMATION

MGT-305-01-1 Management of Information Resources
Pearson portal myLab MIS, **ID = brownlow84794**

Class Schedule:

Dates:	August 19, 2024 – May 6, 2024
Department Name:	School of Business and Communication (SOBC)
Course Credits:	Three (3)
Class Meeting Hours:	Tu Th @10:00 AM – 11:20 AM
Location:	SULV201
Instructor:	Maria Brownlow, Ph.D.
	Management Science, MIS, Business Analytics/Informatics,
	Computer Information Systems (CIS)
Contact Info:	808-739-8337 (office)
Office Hours:	MWF Noon – 1:00 PM or by appointment, Kieffer Room 28
CUH email:	maria.brownlow@chaminade.edu
Administrative Assistant to Dean:	Linda Lau
Division Phone #:	808-739-8369

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.

DARE TO LEARN. DARE TO CHANGE.

"The future is no longer stable; it has become a moving target. No single "right" projection can be deducted from past behavior. The better approach, I believe, is to accept uncertainty, try to understand it, and make it part of our reasoning. Uncertainty today is not just occasional, temporary deviation from a reasonable predictability; it is a basic structural feature of the business environment." [1]

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[1] Farsighted. How We Make the Decisions that Matter the Most" by Steven Johnson, New York Times best-selling author

SYLLABUS

2. COURSE INTRODUCTION

University Catalog https://catalog.chaminade.edu/

MGT 305 Management of Information Resources (3 credits)

This course introduces students to the development and use of information resources for organizational decision-making. Topics include systems analysis, data communications, internet research, decision support systems, planning and implementing management information systems, and future trends in technology. Students design and operate a functional information system. Prerequisites: BU 200, CIS 103, EN 102, COM 101

Management of Information Resources is a philosophical and practical approach to managing information, which contributes directly to achieving an organization's goals and objectives. Management of Information and Management of Information Technology are closely interrelated as various Information Technology house *big data (input)* and *information (output)* about organizations. They promote interrelationship and organizational integration.

The term *Information Resource Management* means changing the way typical Information Systems/Information Technology is implemented within the organization. It manages the information resources (data, application software and technology) like any other organization resource; the principles of how to manage it properly and effectively are the same.

The organization must establish effective management control of the data resource, or it will never fully achieve any benefits such as faster, cheaper, better business operations and significantly greater business flexibility, innovation, and change. Data Resource Management (DRM) is a critical part of the Information Resource Management (IRM) environment.

Kenneth Laudon, an author of our textbook, a Professor of Information Systems at the New York University's Stern School of Business and Jane Laudon, a management consultant in information systems area – are both well-known experts in management information resources stated in the Preface:
"We wrote this book for business school students who wanted an in-depth look at how today's business firms use information technologies and systems to achieve corporate objectives. Information systems are one of the major tools available to business managers for achieving operational excellence, developing new products and services, improving decision making, and achieving competitive advantage."

Organizations are vitally dependent upon automated information for both daily operation and management control. Today, information is the most important and highest-leveraged resource the organization controls. Information, like all other resources, must be managed. Businesses have begun to exploit the enormous strategic potential of a well-integrated information environment. The main obstacles to exploiting the information resource are internal to the organization and can be easily overcome - *it is truly a commonsense proposition.*

SYLLABUS

My own business experience confirmed the authors' statement: *"When interviewing potential employees, business firms often look for new hires who know how to use information systems and technologies for achieving bottom-line business results. Regardless of whether a student is an accounting, finance, management, operations management, marketing, or information systems major, the knowledge and information found in this book will be valuable throughout a business career."*[2]

Knowledge of IT in business is a competitive edge for student's career path or obtaining a desired position. In the 21st century, job seekers must have IT knowledge similarly as they have skills how to use Internet or smart phone.

This course is about increasing student's knowledge about IT management so that as a manager you can effectively invest in and utilize new and already in-place information technologies through the knowledge of new topics:

- Artificial Intelligence (AI): Include new expanded coverage of machine learning, "deep learning," natural language systems, computer vision systems, and robotics, reflecting the surging interest in business uses of AI and "intelligent" techniques. Making the business case for systems. The chapter shows how to evaluate and select systems projects and technologies that will deliver the greatest value to the firm.
- Big data and the Internet of Things (IoT): In-depth coverage of big data, big data analytics, and the *Internet of Things* software applications to support business operations and business intelligence.
- Cloud computing: Updated and expanded coverage of cloud computing planning and managing IS department's resources effectively.
- Social, mobile, local: new e-commerce content.
- Social business: Describing how social tools, mobile technology, and location-based services are transforming e-commerce. Detailed discussions of enterprise (internal corporate) social networking as well as social networking in e-commerce. The core of the course provides an overview of fundamental Management Information Systems (MIS) concepts by using an integrated framework for describing and analyzing information systems. *This framework shows information systems composed of people, organization, and technology elements, which are reinforced in student projects and case studies.*

TEXTBOOK:

The selected textbook provides a comprehensive coverage of the management of information resources. Various support materials accompany the textbook, which enhance students' learning experience. The authors keep content up to date. Various case studies resulted in a unique set of materials for the students who think about careers as business managers, IS managers or MIR specialists.

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[2] Essentials of MIS, 15th Edition by Kenneth C. Laudon, Jane P. Laudon

SYLLABUS
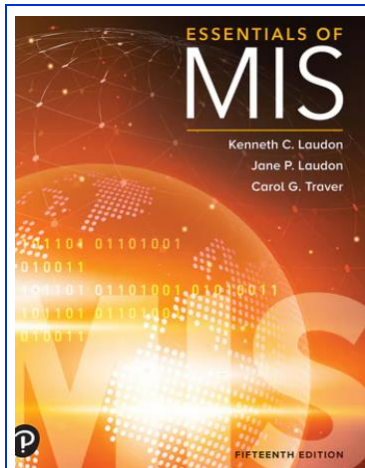
The minimum requirement for this course is The Essentials of MIS, 15th Edition, by Kenneth C. Laudon, Jane P. Laudon, and Carol G. Traver. Access Code to myLab Management with eText is required.

Students will receive more information during the first day of school.

3. INSTITUTIONAL LEARNING OUTCOME (ILO)

1. Written communication
2. Oral communication
3. Critical thinking
4. Information literacy
5. Quantitative reasoning

4. BUSINESS ADMINISTRATION PROGRAM LEARNING OUTCOMES (PLO)

Upon completion of the B.A. undergraduate program in Business Administration, students will be able to:

1. Communicate effectively regarding business related tasks, in both oral and written modes.
2. Select and use the appropriate quantitative tools for decision-making.
3. Undertake analysis, perform tasks, and develop strategies using the central concepts of each functional area of business.
4. Assess and create business strategies appropriate for organizations in specified business environments, including global and domestic markets.
5. Discuss the legal obligations of organizations and the ethical dilemmas they face, along with appropriate frameworks for addressing these dilemmas.
6. Discuss the distinctive features and challenges of conducting business internationally.
7. Serve as an effective individual contributor to a group process and deliverable.
8. Use business skills to promote service, justice, and peace within community organizations.[3]

5. CATALOG DESCRIPTION

This course introduces students to the development and use of information resources for organizational decision-making. Topics include systems analysis, data communications, internet

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[3] https://chaminade.edu/business-and-communication/business-administration/

research, decision support systems, planning and implementing management information systems, and future trends in technology. Students design and operate a functional information system. *Prerequisites: BU 200 and CS 103.*

6. COURSE LEARNING OUTCOMES (CLO)

The Association to Advance Collegiate Schools of Business (AACSB) is a not-for-profit corporation of educational institutions, corporations and other organizations that seek to improve business education primarily by accrediting university business programs. As part of its accreditation activities, the AACSB has developed an Assurance of Learning Program designed to ensure that schools do in fact teach students what they promise. Schools are required to state a clear mission, develop a coherent business program, identify student-learning objectives, and then prove that students do in fact achieve the objectives.

At the conclusion of the MGT 305 course students will be able:

1. Appraise the leadership role of Management Information Systems in achieving business competitive advantage (Evaluation).

2. Explain the various concepts of the information resources used by management to make strategic business decisions (Synthesis).

3. Compare and contrast the information systems and technologies for achieving bottom-line business results (Evaluation).

As a Marianist school, our students acquired the ability to apply business skills in alignment with Chaminade Marianist values.

Alignments: CLO with Marianist (MV), and Hawaiian Values (HV)

CLO	CLO1 – Appraise	CLO2 -Explain	CLO3 – Compare and contrast
Marianist Values	MV1: Educate for formation in faith. Students develop a believe that that they have a purpose in live guided by God's teachings to do good business.	MV2: Provide an integral quality education. Acquiring skills should be a bottomless process of continuing learning and improvements.	MV5: Educate for adoption and change. Not all knowledge taught in school. Life experience provided by community service is a practical form of using gained knowledge. It also means that life is education and education is life.

Hawaiian Values	HV2: Acquire skills and make them deep. HV4: Education is the standing torch of wisdom and using it has no boundaries.	HV3: Recognize others, be recognized, help others, be helped; such is a family relationship.	HV5: not all knowledge is taught in the same school.
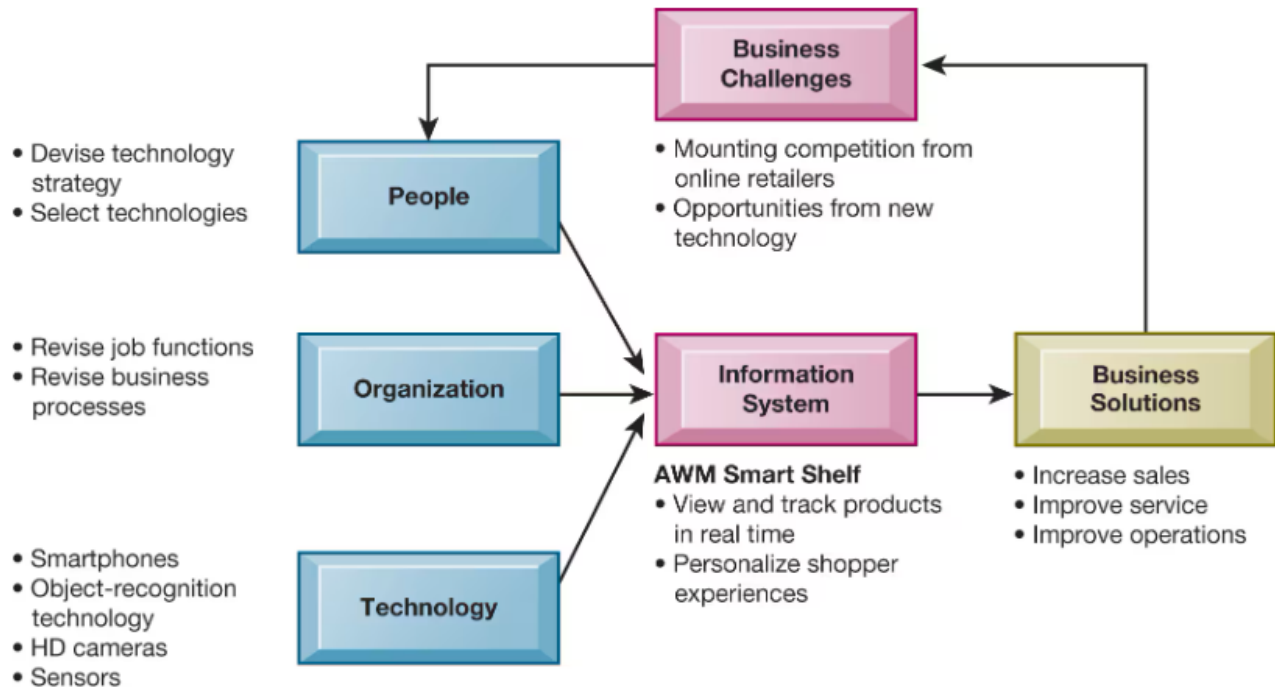
THE BIG PICTURE   Source: "Essentials of MIS," 15th Edition

7. MARIANIST VALUES

This class represents one component of student education at the Chaminade University of Honolulu. An education in the *Marianist Tradition* in marked by five principles and you should take every opportunity possible to reflect upon the role of these characteristics in your education and development:[4]

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."

2. Provide an integral quality education.

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[4] Characteristics of Marianist Universities: Chaminade University of Honolulu, St. Mary's University, University of Dayton, A Resource Paper, published in 1999, Republished in 2006

"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."

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."

4. Educate for service, justice, and peace.
"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."

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."

8. 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 ʻOlelo Noʻeau (Hawaiian proverbs) and Marianist core beliefs:

1. **Educate for Formation in Faith (Mana)** E ola au i ke akua (ʻŌlelo Noʻeau 364) May I live by God.

2. **Provide an Integral, Quality Education (Naʻauao)** Lawe i ka maʻalea a kūʻonoʻono (ʻŌlelo Noʻeau 1957) Acquire skills and make them deep.

3. **Educate in Family Spirit (ʻOhana)** ʻIke aku, ʻike mai, kōkua aku kōkua mai; pela iho la ka nohana ʻohana (ʻŌlelo Noʻeau 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 noʻeau (ʻŌlelo Noʻeau 1430) Education is the standing torch of wisdom and using it has no boundaries.

5. **Educate for Adaptation and Change (Aina)** ʻAʻohe pau ka ʻike i ka hālau hoʻokahi (ʻŌlelo Noʻeau 203) All knowledge is not taught in the same school.

9. COURSE PEDAGOGY APPROACH

The following types of assignments are used during the course:
1. Chapter - opening cases discussed with students in the classroom.

2. Interactive Session: Management.
3. Interactive Session: Technology.
4. An additional Learning Track Modules.
   a. How much does it matter?
   b. Information Systems and your career.
   c. The mobile digital platform.
5. Case study.
6. End of chapter review questions.
7. Discussion questions.
8. Hands-on MIS Projects.
9. A rich repertoire of Video cases illustrating the concepts of the chapter.
10. Collaboration and teamwork projects dealing with the concepts of the chapter.

RECOMMENDED LEARNING APPROACH

1. **Be prepared** for each class**.**

2. **Review** examples and solutions within each chapter to reinforce the understanding of presented concepts.

3. **Complete** and **submit** assignments to reinforce the learning material.

4. **Contribute** and **participate** in team projects. You will learn to become a confident public speaker and improve your presentation skills.

5. **Take part** in classroom discussions and ask questions (priceless).

6. **Review** supplementary materials in preparation for midterm and final exams.

10. ASSESSMENT AND GRADING

Class sessions are designed to promote student participation through the discussion of current events in the business world.

Learning is never ending process. We learn every day by observing, solving problems, making mistakes, and not repeating them again. A student's responsibility is discovering his own style of learning. My responsibility is to create a learning environment where students can discover, learn, apply, and flourish.

The letter grades are given in all courses except those conducted on a credit/no credit basis. Grades are calculated from the student's assignments. Learning is a never-ending process. We learn every day by observing, solving problems, making mistakes, and not repeating them again.
Student responsibility is discovering their own style of learning. Educators' responsibility is to create a learning environment that the student can discover, learn, apply, and flourish.

SYLLABUS

Letter grades are given in all courses except those conducted on a credit/no credit basis. Grades calculated from the student's assignments, class participation, quizzes, tests, term papers, reports, and exams. They 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 completed a few assignments, but unable finished the homework due to unforeseen circumstances.
IP	In progress, primarily used for thesis completion or practicum completion.
AU	Audit.

Schedule
A tentative schedule will be provided during the course kick-off meeting.

What students need to know about my pedagogy, on how to succeed?
1. Maintain open an honest communication.
2. You have a question, just ask me, or send me email to maria.brownlow@chaminade.edu
3. This course resides on the Pearson myLab MIS portal specifically developed for the textbook.
4. You grade yourself by submitting assignments into myLAB MIS.
5. If you obtained a grade that you did not expect and you want to review incorrect answers and re-do them, you are welcome to do this within the next two weeks. Practice is learning.
6. I do not deduct points but I strongly recommend finding the correct answers and resubmitting assignment for the second try.
7. Exams are scheduled during the semester when a section of the logical material is completed.
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, the exam will be rescheduled. Each request to re-do the exam is considered individually.

8. Course Policies

Late Work Policy
Students must attend classes regularly. Students must bring an excuse letter from the doctor. Missed assignments must be completed within a week.

Instructor and Student Communication

Email questions for this course to maria.brownlow@chaminade, come to Office Hours, make appointment in person. I respond within same or next day.

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 for learning purposes as the instructor will assign online activities and readings that will require the use of a laptop or tablet.

Disability Access
If you need individual accommodation to meet course outcomes because of a documented disability, please speak with me to discuss your needs as soon as possible so that we can ensure your full participation in class and fair assessment of your work. Students with special needs who meet criteria for the Americans with Disabilities Act (ADA) provisions must provide written documentation of the need for accommodations from Kōkua ʻIke: Center for Student Learning by the end of week three of the class, for instructors to plan accordingly. If a student would like to determine if they meet the criteria for accommodations, they should contact the Kōkua ʻIke Coordinator at (808) 739-8305 for further information (ada@chaminade.edu).

9. Academic Honesty

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.

For the most up to date information, please refer to the Academic Honesty Policy
https://catalog.chaminade.edu/generalinformation/academicaffairs/policies/academichonestyon
the Chaminade University Catalog website.

Title IX and Nondiscrimination Statement

Chaminade University of Honolulu is committed to providing a learning, working and living environment that promotes the dignity of all people, inclusivity and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking. As a member of the

University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator.

Nondiscrimination Policy & Notice of Nondiscrimination

Chaminade University of Honolulu does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to the University's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both and contact information may be found at the Chaminade University Title IX Office Contact Information and Confidential Resources website
https://chaminade.edu/compliance/contact-information/.

On-campus Confidential Resources may also be found here at CAMPUS CONFIDENTIAL RESOURCES
https://chaminade.edu/compliance/contact-information/

The University's Nondiscrimination Policy and Grievance Procedures can be located on the University webpage at:
https://chaminade.edu/compliance/title-ix-nondiscrimination-policies-procedures/.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the Campus Incident Report form
https://cm.maxient.com/reportingform.php?ChaminadeUniv&layout_id=0.

Chaminade University of Honolulu prohibits sex discrimination in any education program or activity that it operates. The NOTICE of NONDISCRIMINATION can be found here: Notice of Non-discrimination
https://chaminade.edu/compliance/title-ix-nondiscrimination-policy/

10. CREDIT HOUR POLICY

The unit of semester credit is defined as university-level credit that is awarded for the completion of coursework. One credit hour reflects the amount of work represented in the intended learning outcomes and verified by evidence of student achievement for those learning outcomes. Each credit hour earned at Chaminade University should result in a minimum of 45 hours of engagement, regardless of varying credits, duration, modality, or degree level. This equates to one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester. Terms that have alternative lengths, such as 15-weeks terms, should have an equivalent amount of faculty instruction and out-of-class student work to meet each credit hour. Direct instructor engagement and out-of-class work result in total student engagement time of 45 hours for one credit. The number of engagement hours may be higher, as needed to meet specific learning outcomes.

Specific Credit Situations

The minimum 45 hours of engagement per credit hour can be satisfied in fully online, internship, or other specialized courses through means, including:

SYLLABUS

a) regular online instruction or interaction with the faculty member and fellow students and

b) academic engagement through extensive reading, research, online discussion, online quizzes, or exams; instruction, collaborative group work, internships, laboratory work, practice, studio work, and preparation of papers, presentations, or other forms of assessment.

This policy is in accordance with federal regulations and regional accrediting agencies.

Assuming a three-credit hour course requires key assessments: lectures, homework assignments, mid-term exam, and final exam, the time calculation would be as follows:

- Seat Time:
    - 90 minutes Tu & Th = 180 min weekly x 14 weeks = 2,520 minutes or **42 hours**

- Time Spent on Key Assessments:
    - Assignments in myLab MIS homework, quizzes, tests, interactive videos, and simulation 2-times per week X 1.5hrs. of study X 14 weeks = **42 hours**
    - Exams = 4 sections, 4 exams scheduled over the semester period X 2 hrs. studying = **12 hours**
    - Seat Time + Key Assignments
- Sub-Total = 42 hrs. + 42 hrs. + 12 hrs. = 96 hours
- Total required engagement 135 hours – 96 hours = **39 hours remaining**

This is a three-credit hour course requiring 135 clock hours of student engagement, per the official CUH Credit Hour Policy. Students enrolled in this course anticipated spending **42 hours** in class, **42 hours** for homework, studying for 4 exams takes **12 hours** and **39 hours** remaining to fill with reading, studying, and other tasks as assigned, for ~ 2.8 hours per week.

11. UNIVERSITY POLICIES

Undergraduate Catalog, 2023-2024 Academic Year
https://catalog.chaminade.edu/

Attendance Policy
Students expect to regularly attend all courses for which they are registered. Students should notify their instructors when illness or other extenuating circumstances prevent them from attending class and decide to complete missed assignments. Notification 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

SYLLABUS

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.

Students with disabilities who have obtained accommodations from the Chaminade University of Honolulu Tutor Coordinator may be considered an exception when the accommodation does not materially alter the attainment of the learning outcomes.

Federal regulations require continued attendance for continuing payment of financial aid. When illness or personal reasons necessitate continued absence, the student should communicate first with the instructor to review the options. Anyone who stops attending a course without official withdrawal may receive a failing grade or be withdrawn by the instructor at the instructor's discretion.

Student Conduct Policy
Campus life is a unique situation requiring the full cooperation of everyone. Chaminade is not only a school, but a home and a place of work as well. That makes it a community environment in which the actions of one student may directly affect other students. Therefore, each person must exercise a high degree of responsibility. Any community must have standards of conduct and rules by which it operates. At Chaminade, these standards are outlined 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 Student Handbook, and realizing that students are subject to the University's authority 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 under Student Life.

For further information, [please refer to the Chaminade Catalogue](.).

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 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 the 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 the following pages.

Tutoring Services

SYLLABUS

All Chaminade undergraduate students are eligible to receive free tutoring through Kōkua ʻIke: Center for Student Learning. Kōkua ʻIke. Provides in-person tutoring with students or professional tutors. Appointments are scheduled via an online appointment system. Students seeking more information and wanting to schedule appointments should stop by Kōkua ʻIke, located in the Student Services Building, call the Tutor Coordinator at 808-735-8305 or email 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.

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 outlines 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.

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.

SYLLABUS

ADA Policy
https://chaminade.edu/student-life/counseling-services/
Email: counselingcenter@chaminade.edu

Campus Security at the university is overseen by the Director of Campus Safety. 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.

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 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, which can capture either still or moving images.
- 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 class (rather than working on projects for other classes or engaging in activity unrelated to schoolwork).
- Distracting other students impairs 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

SYLLABUS

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

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, comments may be taken in a way you did not intend. So be careful in drafting your emails. The 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.

Use of Technology to Harass
Under any circumstances, no student may use technology to harass any other person.

Campus Security, Henry Hall Annex (808) 735 - 4792
24-Hour Chaminade University Emergency Information Hotline **(808) 739 - 7499; (833) 739 - 7499**
University Emergency Information webpage: https://chaminade.edu/emergency/

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

Contact the Chaminade IT Helpdesk for technical issues:
helpdesk@chaminade.edu or call (808) 735-4855