

Independent Study

ISOM 497_QM



**BALL STATE
UNIVERSITY**

Instructor Information

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Course Information

Course Description

Supervised study of some phase of information systems or logistics and supply chain management.

Prerequisites

Senior standing; permission of the department chairperson.

Course Objectives

The primary goal of the course is to provide with research exploration of a specific topic to the individual student under the advisement of the instructor who will monitor and critique the student's progress.

Course Assignments and Assessments

Grades are based on the student's participation, assignment completion, and the quality of work.

Letter Grade	Explanation
A	Demonstrates a strong and thorough understanding of the study; work exceeds expectations with insight, accuracy, and originality.
B	Shows a solid understanding of the study; work is clear, complete, and meets all key requirements.

C	Demonstrates a basic understanding of the study; work meets most requirements but may lack depth or clarity.
D	Displays limited understanding of the study; work is incomplete or has significant issues.
F	Fails to demonstrate adequate understanding of the study; work is missing or shows little effort.

Course Statements and Policies

Participation Policy

- This course is designed with weekly activities and other forms of regular collaboration and communication.

Feedback Policy

- I will respond to email from your official Ball State email address within 24 hours during week days (Monday-Friday) and within 48 hours on the weekend.
- I will grade your assignments no later than within 5 business days of submission.
- Contact me directly if you have questions or concerns about your performance in class.

Late Assignment Policy

The professor does not review the merits of why assignments were not submitted by their respective due dates and times. Thus, assignments are not accepted late. All due dates and times align with that of Muncie, Indiana, home of Ball State University). Please be sure to adjust appropriately if living or traveling outside the Muncie, Indiana, time zone ([Current Time in Muncie, Indiana](#)).

- All assignments are due by midnight EST/EDT time on the due dates indicated.
- Internet connectivity and technical issues may occur and impede you from turning in work on time. Turn in work early and often, and set up a back-up plan, such as visiting a local library or borrowing a peer's computer.
- You have one (1) permitted late assignment to allow for these issues, to which you can turn in one assignment 24 hours late.
- Canvas will not accept assignments for grading after 11:59 pm on the final day of class.

University Policies

Ball State Expectations Statement

We are committed to ensuring that all members of the community are welcome, through valuing the various experiences and worldviews represented at Ball State and among those we serve. We promote a culture of respect and civil discourse.

Disability Services

If you need course adaptations or accommodations because of a disability, please contact the instructor of record as soon as possible. Ball State's [Disability Services](#) office coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or dsd@bsu.edu.

Attendance Policy

As stated in a recent edition of the [Faculty and Professional Personnel Handbook](#), "At Ball State University student attendance at class meetings is expected. Faculty shall establish policies for their courses. Such attendance policies must be communicated to students by faculty through course syllabi or outlines." For this course, students are expected to access the class Canvas site regularly for the purpose of carefully reviewing assignments and budgeting time so they can be completed successfully before their respective due dates and times.

Title IX

Ball State University is committed to providing a safe and inclusive learning environment for all students. If you or someone you know has experienced sexual harassment—including sexual assault, dating violence, domestic violence, or stalking, please know that you are not alone. The University offers support services and resources. For more information or to report an incident, please visit bsu.edu/titleix or contact the Title IX Coordinator at 765-285-1545 or at titleix@bsu.edu

As your instructor, I am a mandatory reporter under the Title IX policy and required to report any information I receive about possible sexual harassment. This includes information shared in class discussions, assignments, or private conversations.

What happens after I report? The Title IX Coordinator will email the person who experienced sexual harassment (complainant) and invite them to schedule a meeting. If the complainant **chooses** to meet with the Title IX Coordinator,

- Title IX Coordinator will offer supportive measures (e.g., counseling, extensions on deadlines, course-related adjustments, changes to work or class schedules, and/or referrals to campus offices), review the policy, and discuss options to move forward.
- If a complaint is filed by the complainant or the University, an investigation will begin following University policy.

Ball State Academic Ethics

Honesty, trust, and personal responsibility are fundamental attributes of the university community. Academic dishonesty and other forms of academic misconduct threaten the foundation of an institution dedicated to the pursuit of knowledge and will not be tolerated. To maintain its credibility and reputation, and to equitably assign evaluations of scholastic and creative performance, Ball State University is committed to maintaining a climate that upholds and values the highest standards of academic integrity. Visit the complete [Student Academic Ethics Policy](#).

[Grade appeal policy](#) - Review the policy and the suggestions for reducing grade disagreements and appeals ("Faculty" tab)

- Encourage students to view the policy and the suggestions for reducing grade disagreements for students ("Student" tab)

[Academic ethics policy](#) and [ethics reporting form](#) – Review the policy, form, and [suggestions for faculty to support academic integrity](#).

- Encourage students to view the policy and the guide to acting with academic integrity and avoiding academic dishonesty.
- Make explicit expectations regarding actions that are acceptable vs. not (and why), especially regarding using classmates' work and collaborating with peers.

Artificial Intelligence (AI) use expectations

Outline expectations regarding when AI use is permissible and when it is not ([sample AI syllabus statement from BSU's Department of Media](#) and [collection of AI syllabus statements and classroom policies from other institutions](#))

Canvas and Student Privacy

Canvas Accessibility

Canvas provides a user experience that is easy, simple, and intuitive. Special attention has been paid to making Canvas screen-readable. The Rich Content Editor encourages users to create accessible content pages (i.e. text formatting is accomplished using styles). Canvas is

designed to allow limited customization of colors and schemes to be accessible for all users. The National Federation of the Blind granted Canvas the Gold Level Web Certification in 2010.

Find more information by visiting the [Canvas Voluntary Product Accessibility Template \(VPAT\)](#).

FERPA and Privacy

As a student, your educational records are considered confidential. Under FERPA (Family Educational Rights and Privacy Act), your records are confidential and protected. Under most circumstances, your records will not be released without your written and signed consent. However, some directory information may be released to third parties without your prior consent unless a written request to restrict this is on file. You can learn more about student rights to privacy by reading [Ball State's FERPA and Privacy and Protection](#).

Academic Support Services

The Learning Center

The Learning Center offers free Tutoring and Academic Coaching for many courses at Ball State. Students can make appointments for online (Zoom) or in-person (NQ 350) appointments. To make an appointment, visit myballstate.bsu.edu and click on "Navigate" in the Academic Tools section, or just go directly to bsu.navigate.eab.com.

Testing accommodations for students with disabilities are available for students who have received the appropriate documentation from Disability Services. Tests may be administered in the Learning Center.

Supplemental Instruction is available in select courses. If you have an SI leader for your course, that person will provide students with information the first week of school regarding weekly study sessions. For more information about Learning Center programming, visit bsu.edu/learningcenter or call 765-285-1006. Follow us on Instagram: [BallStateLC](#).

The Writing Center

All writers improve with practice and feedback, so as a student in this course, you are encouraged to use the Writing Center (in Robert Bell 295 during weekdays, Bracken Library First Floor West in the evenings, or online during any of our regularly scheduled hours) to get additional feedback on your writing.

The Writing Center offers free planning, feedback, and accountability sessions (in person and online) to all students composing essays, reports, reflections, research projects, web content, lesson plans, slideshows, poster presentations, resumes, and other digital or print texts. To schedule a free appointment to discuss your writing, go to bsu.edu/writingcenter. Online and in-person appointments are available; however, plan ahead because appointments book quickly!

The Basic Needs Hub

If you are having difficulty affording enough food, do not have a safe and reliable place to sleep, and/or experiencing an emergency or crisis, help is available through the [Basic Needs Hub](#). The Basic Needs Hub has information, resources, and provides individualized support to students. To talk with a supportive staff member about your experience, receive one on one assistance, or learn more about resources, you can submit a [Basic Needs Assistance Form](#).

The Counseling Center

The Ball State University Counseling Center offers free and confidential services to all students. The Counseling Center is located in Lucina Hall, Room 320. To schedule an appointment, you can contact us at 765-285-1736. Ball State also offers a 24/7 Crisis Line, which can be reached at 765-285-HOPE (4673). The Crisis Line is a mental health resource for those who are struggling with any mental health concerns, including thoughts of self-harm and/or suicide.

At the Ball State Counseling Center, we see students for a variety of reasons, some of which include homesickness, relationship concerns, anxiety, and depression. At your first appointment, you will work with a therapist to create a plan that will connect you with resources that best fit your needs. We assist students with getting connected to therapy at our Center as well as connecting students to self-help resources, other on-campus resources, and community-based resources. All Ball State students also have access to several on-demand, self-help resources through a variety of different platforms. All of these resources, including a direct link to our website, can be found [here](#).

Subject to Change Statement

The professor will follow the expectations outlined on this syllabus and other official university documents. The professor reserves the right to modify the class outline/syllabus if in their judgment such modification would improve the operation (teaching/learning process) of the class (i.e., assignment modifications, correcting typing errors, grading scale adjustments, policy changes, etc.). The professor will notify students in advance of any changes. The current edition of the Faculty and Professional Personnel Handbook and/or other official university documents will guide all other decisions not specifically addressed on this syllabus.