

MIS495: Management Information Systems Practicum

Credit Hours: 3

Contact Hours: This is a 3-credit course, offered in accelerated format. This means that 16 weeks of material is covered in 8 weeks. The exact number of hours per week that you can expect to spend on each course will vary based upon the weekly coursework, as well as your study style and preferences. You should plan to spend 10-25 hours per week in each course reading material, interacting on the discussion boards, writing papers, completing projects, and doing research.

Course Description and Outcomes



Course Description:

This course is designed for students who currently participate on the staff of a Management Information Systems or related professional team as an opportunity to demonstrate program outcomes learned in the B.S. in Management Information Systems program under the supervision of both faculty and agency personnel. Assignments are designed to combine theory and professional practice and include weekly journals, a mid-term conference with the faculty practicum coordinator and on-site supervisor as well as a final report. Prerequisite: Students must successfully complete three courses (nine credits) prior to taking the practicum.

Course Overview:

MIS495 Management Information Systems Practicum provides students with practical experience in management information systems organizations. Each student will work under the direct supervision of a master's-level information system professional at the organization that serves as practicum site. The purpose of the practicum is for students to apply and integrate what they have learned during their core courses in the Bachelor of Management Information Systems program. Students will be required to participate in discussions and assignments for the course while assuming an active role in the workplace, working with IT professionals and in some cases clients to demonstrate program-related knowledge and skills. A minimum of 80 hours of practicum fieldwork must be completed during the eight weeks of the course.

Course Learning Outcomes:

1. Apply, evaluate and integrate academic knowledge in the workplace.
2. Develop and expand self- knowledge and understanding of abilities; reflect on adjustments and growth.
3. Collect, integrate and apply regular feedback from field supervisor, coordinator, and instructor.

4. Actively engage the evaluation processes.
5. Develop new ideas and perspectives about the workplace and career opportunities.
6. Implement problem solving and decision making in a workplace.
7. Observe and analyze the impact of diversity and culture at the workplace site.
8. Evaluate how ethical and legal policies and practices play out in the organizational environment.

Participation & Attendance



Prompt and consistent attendance in your online courses is essential for your success at CSU-Global Campus. Failure to verify your attendance within the first 7 days of this course may result in your withdrawal. If for some reason you would like to drop a course, please contact your advisor.

Online classes have deadlines, assignments, and participation requirements just like on-campus classes. Budget your time carefully and keep an open line of communication with your instructor. If you are having technical problems, problems with your assignments, or other problems that are impeding your progress, let your instructor know as soon as possible.

Note that when sharing and reflecting on your practicum experience with classmates, carefully consider professional ethics and do not disclose information that is proprietary or provided to you as confidential.

Course Materials



Textbook Information is located in the CSU-Global Booklist on the Student Portal.

Course Schedule



Due Dates

The Academic Week at CSU-Global begins on Monday and ends the following Sunday.

- Discussion Boards: The original post must be completed by Thursday at 11:59 p.m. MT and Peer Responses posted by Sunday 11:59 p.m. MT. Late posts may not be awarded points.
- Weekly Hours Log: Complete the Weekly Practicum Hours Log on a daily basis and submit the completed form to your instructor by Sunday midnight of every week.
- Midterm and Final Evaluations of Student Performance: submit to your field supervisor before end of workday on Monday of Weeks 4 and 8, obtain the completed evaluation from the supervisor (via email, cc to your instructor). The completed form is due Sunday at 11:59 p.m. MT.
- Portfolio Project: due Sunday of Week 8 at 11:59 p.m. MT.
- Live Classroom: Although participation is not required, a Live Classroom session is held during Week 5.

Week #	Readings	Assignments
1	<ul style="list-style-type: none"> • Chu, S. K. W., Chan, C. K. K., & Tiwari, A. F. Y. (2012). Using blogs to support learning during internship. <i>Computers & Education</i>, 58(3), 989-1000. doi:http://dx.doi.org/10.1016/j.compedu.2011.08.027 	<ul style="list-style-type: none"> • Discussion (25 points) • Weekly Hours Log (25 points)

	<ul style="list-style-type: none"> • CSU-Global Practicum Manual • Practicum Internship Learning Agreement • Ralevich, V., & Martinovic, D. (2012). Organizing and implementing the internship component of undergraduate programs in IS security. <i>Education and Information Technologies</i>, 17(1), 27-48. doi:http://dx.doi.org/10.1007/s10639-010-9142-8 	<ul style="list-style-type: none"> • Weekly Reflective Journal (0 points)
2	<ul style="list-style-type: none"> • Big data market - global scenario, trends, industry analysis, size, share and forecast, 2012 - 2018. (2013, Feb 20). PR Newswire • Geiger, D., & Schader, M. (2014). Personalized task recommendation in crowdsourcing information systems - current state of the art. <i>Decision Support Systems</i>, 65, 3-16. doi:http://dx.doi.org/10.1016/j.dss.2014.05.007 • Peslak, A. R. (2012). An analysis of critical information technology issues facing organizations. <i>Industrial Management & Data Systems</i>, 112(5), 808-827. doi:http://dx.doi.org/10.1108/02635571211232389 • Watson, H. J. (2015). Business analytics insight: Hype or here to stay? <i>Business Intelligence Journal</i>, 33-37. 	<ul style="list-style-type: none"> • Discussion (25 points) • Weekly Hours Log (25 points) • Weekly Reflective Journal (0 points)
3	<ul style="list-style-type: none"> • Johnson, D. (2015). Technology with no human responsibility?. <i>Journal Of Business Ethics</i>, 127(4), 707-715. doi:10.1007/s10551-014-2180-1 • Villegas, M., & McGivern, M. H. (2015). Codes of ethics, ethical behavior, and organizational culture from the managerial approach: A case study in the Colombian banking industry. <i>International Journal of Strategic Information Technology and Applications</i>, 6(1), 42-56. doi:http://dx.doi.org/10.4018/IJSITA.2015010104 	<ul style="list-style-type: none"> • Discussion (25 points) • Weekly Hours Log (25 points) • Weekly Reflective Journal (0 points)
4	<ul style="list-style-type: none"> • Galloway, L., Marks, A., & Chillas, S. (2014). The use of internships to foster employability, enterprise and entrepreneurship in the IT sector. <i>Journal of Small Business and Enterprise Development</i>, 21(4), 653. • Magill, S. P., Jr. (n.d.). Distinguishing Mentor Coaching and Coaching Supervision. Coaching Supervision Academy. 	<ul style="list-style-type: none"> • Discussion (25 points) • Weekly Hours Log (25 points) • Weekly Reflective Journal (0 points) • Midterm Evaluation of Student Performance (75 points)
5	<ul style="list-style-type: none"> • OPM. (n.d.). Feedback is critical to improving performance. U.S. Office of Professional Management. • Woloschuk, C. (n.d.). Effective communication – Constructive criticism in the workplace. 	<ul style="list-style-type: none"> • Discussion (25 points) • Weekly Hours Log (25 points) • Weekly Reflective Journal (0 points) • Midterm Evaluation of Student Performance Conference (75 points)

6	<ul style="list-style-type: none"> Su, N. (2015). Cultural sensemaking in offshore information technology service suppliers: A cultural frame perspective. <i>MIS Quarterly</i>, 39(4), 959-983. Yap, M., Cukier, W., Holmes, M. R., & Hannan, C. (2010). Career satisfaction: A look behind the races. <i>Relations Industrielles / Industrial Relations</i>, 65(4), 584-608. 	<ul style="list-style-type: none"> Discussion (25 points) Weekly Hours Log (25 points) Weekly Reflective Journal (0 points)
7	<ul style="list-style-type: none"> Gavigan, L. (2010). Connecting the classroom with real-world experiences through summer internships. <i>Peer Review</i>, 12(4), 15-19. McIntosh, P., & Luecke, R. (2011). <i>Becoming a manager</i>. New York: AMA Self-Study. (selected readings) 	<ul style="list-style-type: none"> Discussion (25 points) Weekly Hours Log (25 points) Weekly Reflective Journal (0 points)
8	<ul style="list-style-type: none"> Jain, M. (2012). Emerging trends in management and information technology. <i>Journal Of Social Welfare & Management</i>, 4(3), 143-146. Zhang, M., Trussell, R. P., Tillman, D. A., & An, S. A. (2015). Tracking the rise of web information needs for mobile education and an emerging trend of digital divide. <i>Computers In The Schools</i>, 32(2), 83-104. 	<ul style="list-style-type: none"> Discussion (25 points) Weekly Hours Log (25 points) Weekly Reflective Journal (0 points) Final Evaluation of Student Performance Conference (75 points) Portfolio (300 points)

Assignment Details



This course includes the following assignments/projects:

Module 1

Weekly Hours Log (25 Points)

During this week and every week of the course, fill out a copy of the Weekly Practicum Hours Log on a daily basis, recording and describing all hours that you participate in service practice in the practicum environment, including time spent meeting with your field supervisor.

Before end of work day on Friday, submit a copy of the Hours Log to your field supervisor, ask her or him to sign the form electronically, and return it to you before the end of the week via an email message that is copied to your MIS495 instructor. Accordingly, you will have to provide your instructor's email address to your field supervisor and make sure he or she returns the completed evaluation before Sunday of this week.

Submit a completed copy of the Hours Log from the Submissions link in this assignment before midnight on Sunday.

You are required to spend and record 10 hours of service practice in the practicum environment during each of the eight weeks of the course, including one-hour meeting with the field supervisor. Note that you may work as few as

eight hours in any given week so long as you obtain the field supervisor's approval (certified by his/her submission of a signed Hours Log) and complete the required 80 hours over the eight weeks of the course.

Weekly Reflective Journal (0 Points)

During this week and every week of the course, record your observations in the information systems management workplace and reflections on the practicum experience in a Weekly Reflective Journal. You will not be graded on this task, but you will be required to quote, discuss, and cite from your weekly journals as part of the Portfolio Project, which is due at the end of Week 8. (See the Portfolio Project Assignment description and Grading Rubric in the Module 8 folder.) When recording your observations, please be careful not to include sensitive or privileged information specific to your employer.

Portfolio Milestone

A Portfolio Project, which consists of a final reflection on your practicum experience, is due before midnight on Sunday of Week 8—the end of the course. This week, be sure to review the Portfolio Project Description and the Portfolio Project grading rubric, which can be accessed from the Module 8 folder.

Module 2

Weekly Hours Log (25 Points)

During this week and every week of the course, fill out a copy of the Weekly Practicum Hours Log on a daily basis, recording and describing all hours that you participate in service practice in the practicum environment, including time spent meeting with your field supervisor.

Before end of work day on Friday, submit a copy of the Hours Log to your field supervisor, ask her or him to sign the form electronically, and return it to you before the end of the week via an email message that is copied to your MIS495 instructor. Accordingly, you will have to provide your instructor's email address to your field supervisor and make sure he or she returns the completed evaluation before Sunday of this week.

Submit a completed copy of the Hours Log from the Submissions link in this assignment before midnight on Sunday.

You are required to spend and record 10 hours of service practice in the practicum environment during each of the eight weeks of the course, including one-hour meeting with the field supervisor. Note that you may work as few as eight hours in any given week so long as you obtain the field supervisor's approval (certified by his/her submission of a signed Hours Log) and complete the required 80 hours over the eight weeks of the course.

Weekly Reflective Journal (0 Points)

During this week and every week of the course, record your observations in the information systems management workplace and reflections on the practicum experience in a Weekly Reflective Journal. You will not be graded on this task, but you will be required to quote, discuss, and cite from your weekly journals as part of the Portfolio Project, which is due at the end of Week 8. (See the Portfolio Project Assignment description and Grading Rubric in the Module 8 folder.) When recording your observations, please be careful not to include sensitive or privileged information specific to your employer.

Module 3

Weekly Hours Log (25 Points)

During this week and every week of the course, fill out a copy of the Weekly Practicum Hours Log on a daily basis, recording and describing all hours that you participate in service practice in the practicum environment, including time spent meeting with your field supervisor.

Before end of work day on Friday, submit a copy of the Hours Log to your field supervisor, ask her or him to sign the form electronically, and return it to you before the end of the week via an email message that is copied to your MIS495 instructor. Accordingly, you will have to provide your instructor's email address to your field supervisor and make sure he or she returns the completed evaluation before Sunday of this week.

Submit a completed copy of the Hours Log from the Submissions link in this assignment before midnight on Sunday.

You are required to spend and record 10 hours of service practice in the practicum environment during each of the eight weeks of the course, including one-hour meeting with the field supervisor. Note that you may work as few as eight hours in any given week so long as you obtain the field supervisor's approval (certified by his/her submission of a signed Hours Log) and complete the required 80 hours over the eight weeks of the course.

Weekly Reflective Journal (0 Points)

During this week and every week of the course, record your observations in the information systems management workplace and reflections on the practicum experience in a Weekly Reflective Journal. You will not be graded on this task, but you will be required to quote, discuss, and cite from your weekly journals as part of the Portfolio Project, which is due at the end of Week 8. (See the Portfolio Project Assignment description and Grading Rubric in the Module 8 folder.) When recording your observations, please be careful not to include sensitive or privileged information specific to your employer.

Module 4

Weekly Hours Log (25 Points)

During this week and every week of the course, fill out a copy of the Weekly Practicum Hours Log on a daily basis, recording and describing all hours that you participate in service practice in the practicum environment, including time spent meeting with your field supervisor.

Before end of work day on Friday, submit a copy of the Hours Log to your field supervisor, ask her or him to sign the form electronically, and return it to you before the end of the week via an email message that is copied to your MIS495 instructor. Accordingly, you will have to provide your instructor's email address to your field supervisor and make sure he or she returns the completed evaluation before Sunday of this week.

Submit a completed copy of the Hours Log from the Submissions link in this assignment before midnight on Sunday.

You are required to spend and record 10 hours of service practice in the practicum environment during each of the eight weeks of the course, including one-hour meeting with the field supervisor. Note that you may work as few as eight hours in any given week so long as you obtain the field supervisor's approval (certified by his/her submission of a signed Hours Log) and complete the required 80 hours over the eight weeks of the course.

Weekly Reflective Journal (0 Points)

During this week and every week of the course, record your observations in the information systems management workplace and reflections on the practicum experience in a Weekly Reflective Journal. You will not be graded on this task, but you will be required to quote, discuss, and cite from your weekly journals as part of the Portfolio

Project, which is due at the end of Week 8. (See the Portfolio Project Assignment description and Grading Rubric in the Module 8 folder.) When recording your observations, please be careful not to include sensitive or privileged information specific to your employer.

Midterm Evaluation of Student Performance (75 Points)

Provide the Midterm Evaluation of Student Performance form to your field supervisor by end of day Monday of this week and make sure that she or he completes the form and returns it to you before the end of the week via an email message that is copied to instructor. Accordingly, you will have to provide your instructor's email address to your field supervisor and make sure he or she returns the completed evaluation before Sunday of this week.

Then submit a copy of the completed Midterm Evaluation of Student Performance form from this assignment in the Module 4 folder.

Finally, contact your instructor and field supervisor to schedule a 30-minute to one-hour telephone conference during Week 5 to review and interpret your Midterm Evaluation. See the Midterm Evaluation Conference assignment in the Module 5 folder for details. You are required to arrange the scheduling of this call before end of day Friday of this week. The Instructor may invite the Practicum Coordinator to attend this conference.

Module 5

Weekly Hours Log (25 Points)

During this week and every week of the course, fill out a copy of the Weekly Practicum Hours Log on a daily basis, recording and describing all hours that you participate in service practice in the practicum environment, including time spent meeting with your field supervisor.

Before end of work day on Friday, submit a copy of the Hours Log to your field supervisor, ask her or him to sign the form electronically, and return it to you before the end of the week via an email message that is copied to your MIS495 instructor. Accordingly, you will have to provide your instructor's email address to your field supervisor and make sure he or she returns the completed evaluation before Sunday of this week.

Submit a completed copy of the Hours Log from the Submissions link in this assignment before midnight on Sunday.

You are required to spend and record 10 hours of service practice in the practicum environment during each of the eight weeks of the course, including one-hour meeting with the field supervisor. Note that you may work as few as eight hours in any given week so long as you obtain the field supervisor's approval (certified by his/her submission of a signed Hours Log) and complete the required 80 hours over the eight weeks of the course.

Weekly Reflective Journal (0 Points)

During this week and every week of the course, record your observations in the information systems management workplace and reflections on the practicum experience in a Weekly Reflective Journal. You will not be graded on this task, but you will be required to quote, discuss, and cite from your weekly journals as part of the Portfolio Project, which is due at the end of Week 8. (See the Portfolio Project Assignment description and Grading Rubric in the Module 8 folder.) When recording your observations, please be careful not to include sensitive or privileged information specific to your employer.

Midterm Evaluation Conference with Instructor (75 Points)

Participate in a 30-minute to one-hour telephone conference with the instructor (who may invite the Practicum Coordinator) to review and interpret your Midterm Evaluation of Student Performance and formulate a strategy to integrate the field supervisor's feedback during the remainder of the practicum. During this conference you will also be called upon to demonstrate that you have met the requirements of the practicum during Weeks 1-4, as specified in the Learning Agreement.

You should have scheduled this call and submitted the form during Week 4.

Module 6

Weekly Hours Log (25 Points)

During this week and every week of the course, fill out a copy of the Weekly Practicum Hours Log on a daily basis, recording and describing all hours that you participate in service practice in the practicum environment, including time spent meeting with your field supervisor.

Before end of work day on Friday, submit a copy of the Hours Log to your field supervisor, ask her or him to sign the form electronically, and return it to you before the end of the week via an email message that is copied to your MIS495 instructor. Accordingly, you will have to provide your instructor's email address to your field supervisor and make sure he or she returns the completed evaluation before Sunday of this week.

Submit a completed copy of the Hours Log from the Submissions link in this assignment before midnight on Sunday.

You are required to spend and record 10 hours of service practice in the practicum environment during each of the eight weeks of the course, including one-hour meeting with the field supervisor. Note that you may work as few as eight hours in any given week so long as you obtain the field supervisor's approval (certified by his/her submission of a signed Hours Log) and complete the required 80 hours over the eight weeks of the course.

Weekly Reflective Journal (0 Points)

During this week and every week of the course, record your observations in the information systems management workplace and reflections on the practicum experience in a Weekly Reflective Journal. You will not be graded on this task, but you will be required to quote, discuss, and cite from your weekly journals as part of the Portfolio Project, which is due at the end of Week 8. (See the Portfolio Project Assignment description and Grading Rubric in the Module 8 folder.) When recording your observations, please be careful not to include sensitive or privileged information specific to your employer.

Portfolio Project Reminder

Remember that your Portfolio Project is due in Module 8 of the term. Your Weekly Reflective Journals will assist you in putting your thoughts together for this project. However, you should be reviewing and analyzing material and working on drafting your project by this point in the term.

Module 7

Weekly Hours Log (25 Points)

During this week and every week of the course, fill out a copy of the Weekly Practicum Hours Log on a daily basis, recording and describing all hours that you participate in service practice in the practicum environment, including time spent meeting with your field supervisor.

Before end of work day on Friday, submit a copy of the Hours Log to your field supervisor, ask her or him to sign the form electronically, and return it to you before the end of the week via an email message that is copied to your MIS495 instructor. Accordingly, you will have to provide your instructor's email address to your field supervisor and make sure he or she returns the completed evaluation before Sunday of this week.

Submit a completed copy of the Hours Log from the Submissions link in this assignment before midnight on Sunday.

You are required to spend and record 10 hours of service practice in the practicum environment during each of the eight weeks of the course, including one-hour meeting with the field supervisor. Note that you may work as few as eight hours in any given week so long as you obtain the field supervisor's approval (certified by his/her submission of a signed Hours Log) and complete the required 80 hours over the eight weeks of the course.

Weekly Reflective Journal (0 Points)

During this week and every week of the course, record your observations in the information systems management workplace and reflections on the practicum experience in a Weekly Reflective Journal. You will not be graded on this task, but you will be required to quote, discuss, and cite from your weekly journals as part of the Portfolio Project, which is due at the end of Week 8. (See the Portfolio Project Assignment description and Grading Rubric in the Module 8 folder.) When recording your observations, please be careful not to include sensitive or privileged information specific to your employer.

Module 8

Weekly Hours Log (25 Points)

During this week and every week of the course, fill out a copy of the Weekly Practicum Hours Log on a daily basis, recording and describing all hours that you participate in service practice in the practicum environment, including time spent meeting with your field supervisor.

Before end of work day on Friday, submit a copy of the Hours Log to your field supervisor, ask her or him to sign the form electronically, and return it to you before the end of the week via an email message that is copied to your MIS495 instructor. Accordingly, you will have to provide your instructor's email address to your field supervisor and make sure he or she returns the completed evaluation before Sunday of this week.

Submit a completed copy of the Hours Log from the Submissions link in this assignment before midnight on Sunday.

You are required to spend and record 10 hours of service practice in the practicum environment during each of the eight weeks of the course, including one-hour meeting with the field supervisor. Note that you may work as few as eight hours in any given week so long as you obtain the field supervisor's approval (certified by his/her submission of a signed Hours Log) and complete the required 80 hours over the eight weeks of the course.

Weekly Reflective Journal (0 Points)

During this week and every week of the course, record your observations in the information systems management workplace and reflections on the practicum experience in a Weekly Reflective Journal. You will not be graded on this task, but you will be required to quote, discuss, and cite from your weekly journals as part of the Portfolio Project, which is due at the end of Week 8. (See the Portfolio Project Assignment description and Grading Rubric in the Module 8 folder.) When recording your observations, please be careful not to include sensitive or privileged information specific to your employer.

Final Evaluation of Student Performance and Instructor Conference (150 Points)

Before end of day Monday of this week, schedule a 30-minute to one-hour telephone conference with your instructor to discuss the progress you have made since your Midterm Evaluation of Student Performance and your expectations for the Final Evaluation, which is described below. Then follow through and participate in this call before the end of the week.

Provide the Final Evaluation of Student Performance form to your field supervisor by end of day Monday of this week and make sure that she or he completes the form and returns it to you before the end of the week via an email message that is copied to your MIS495 instructor. Accordingly, you will have to provide your instructor's email address to your field supervisor and make sure he or she returns the completed evaluation before Sunday of this week.

Then submit a copy of the completed Final Evaluation of Student Performance form from this assignment in the Module 8 folder.

During the telephone conference with the instructor (who may invite the Practicum Coordinator) you will review and evaluate your performance during the eight weeks of practicum and to demonstrate that you have met the requirements of the practicum during Weeks 5-8 as specified in the Learning Agreement.

Portfolio Project: Reflection on the Practicum Experience (300 Points)

Submit a reflection paper in which you summarize and analyze your experiences during the practicum. Your paper should account for each of the following items:

1. Describe the nature of work you conducted, your job functions, the population served, and key skills gained as a result of completing your practicum.
2. Discuss ethical considerations that came up during your experience and describe how you addressed them in consultation with your field supervisor.
3. Explain how the organization ensures cultural competence of its staff.
4. Discuss how the practicum experience has shaped your views on working in information systems management.
5. Support your reflections and analysis by describing at least two observations and/or experiences in the information systems management workplace during the first four weeks of your practicum and two from the final four weeks, based on your weekly reflective journals. Provide the date of each cited event along with direct quotations from your journal.

Your paper should

- Be eight to ten pages in length
- Include an introduction, body, and conclusion
- Include document and citation formatting per the *CSU-Global Guide to Writing and APA Requirements*.

Course Policies



Course Grading

20% Discussion Participation

Grading Scale and Policies

A	95.0 – 100
A-	90.0 – 94.9

20% Weekly Hours Log
0% Weekly Reflective Journal
15% Midterm Evaluation and Conference
15% Final Evaluation and Conference
30% Final Portfolio Paper

B+	86.7 – 89.9
B	83.3 – 86.6
B-	80.0 – 83.2
C+	75.0 – 79.9
C	70.0 – 74.9
D	60.0 – 69.9
F	59.9 or below

In-Classroom Policies

For information on late work and incomplete grade policies, please refer to our [In-Classroom Student Policies and Guidelines](#) or the Academic Catalog for comprehensive documentation of CSU-Global institutional policies.

Academic Integrity

Students must assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by the instructor of the course. Academic dishonesty includes cheating, fabrication, facilitating academic dishonesty, plagiarism, reusing /re-purposing your own work (see *CSU-Global Guide to Writing and APA Requirements* for percentage of repurposed work that can be used in an assignment), unauthorized possession of academic materials, and unauthorized collaboration. The CSU-Global Library provides information on how students can avoid plagiarism by understanding what it is and how to use the Library and Internet resources.

Citing Sources with APA Style

All students are expected to follow the *CSU-Global Guide to Writing and APA Requirements* when citing in APA (based on the APA Style Manual, 6th edition) for all assignments. For details on CSU-Global APA style, please review the APA resources within the CSU-Global Library under the “APA Guide & Resources” link. A link to this document should also be provided within most assignment descriptions on your course’s Assignments page.

Disability Services Statement

CSU–Global is committed to providing reasonable accommodations for all persons with disabilities. Any student with a documented disability requesting academic accommodations should contact the Disability Resource Coordinator at 720-279-0650 and/or email ada@CSUGlobal.edu for additional information to coordinate reasonable accommodations for students with documented disabilities.

Netiquette

Respect the diversity of opinions among the instructor and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the student code of conduct. Think before you push the Send button. Did you say just what you meant? How will the person on the other end read the words?

Maintain an environment free of harassment, stalking, threats, abuse, insults or humiliation toward the instructor and classmates. This includes, but is not limited to, demeaning written or oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the online classroom.

If you have concerns about something that has been said, please let your instructor know.