

**The Pennsylvania State University**  
**College of Information Sciences and Technology**  
**IST 210 – Organization of Data**  
**Spring, 2015 Syllabus**

**IST 210:**

IST 210 brings databases to life with a unique approach that focuses not only on constructing databases and using database tools, but also the implications of data uses and issues. This is an introductory course used to teach the fundamentals and basic principles of databases and their related technologies. Throughout this course, students will explore the areas that are fundamental to the design, development, and implementation of enterprise wide information systems. Throughout their exploration, students will develop an understanding of the social, ethical, and legal issues surrounding such implementations.

**Learning Objectives - Be able to:**

- Understand the importance of data, databases, and database management
- Design and implement a database
- Design SQL queries to access databases
- Understand web-based databases
- Understand how different databases exchange data
- Understand basic user interface design principles to support information processing

**Required Text:**

**Suggested Text:** (free through PSU Proquest)

<http://proquestcombo.safaribooksonline.com/book/databases/sql/9780596526849?bookview=overview>

There are several videos on **Lynda.psu.edu**. This is a resource made available to you by Penn State and it contains an abundant amount of video tutorials. I have chosen several that relate directly to our content, so please be sure to check them out. When you go to the site, you must sign in with your psu user id and password!

**Student Assessment:**

**Class Attendance:** You are expected to attend class. Daily class exercises are often due at the end of class. All work is due on the assigned date and time.

**Course Schedule Information:**

- Section 5: M-W 4:15 – 5:30 pm IST 202
- Lab W 6-7:15 pm

**Instructor Information (TA/LA information TBD):**

Name: Professor Fisher  
Office: 101G IST Bldg  
Phone: 867-3251  
Email: muf15@psu.edu  
Office Hours: To Be Announced

**Practical Course Issues:**

1. In-class and home exercises will be given frequently, and the type of collaboration model will be specified (individual assignment, pairs, team). You must follow that collaboration model strictly. For example, if an

individual exercise is specified, it must be completed alone without help from anybody else.

Similarly, pairs and team assignments should be by the pair/team and nobody else, and each member of the pair/team must contribute equitably to the assignment. Pay particular attention to Item 1 on Academic Integrity in the Appendix on Penn State Course Regulations below.

2. Late assignments will be assessed a 20% per day (or part thereof) late penalty. After 5 calendar days, we will assess for correctness (at your request) but no credit will be given.
3. If you have a legitimate reason why you can't come to class or complete any assignment or quiz on time and want a special extension, you need to read and comply with the Penn State requirements outlined in the Appendix to this syllabus. Pay particular attention to Items 4-6.
4. I will only consider deferred grades (DF grade) in the case of an excused, extended absence which occurs sufficiently close to the end of the semester to make it impossible or unreasonable for you to complete your work before the end of the semester. This involves some judgment on my part, but you need to carefully read Items 4-6 in the Appendix on Penn State Course Regulations below. You can be certain that I will expect you to follow Item 6 below on written verification of illnesses for an extended excused absence before giving any DF grade.
5. All course communication must be done through ANGEL e-mail.

### **Appendix: Relevant Penn State Course Regulations:**

#### **1. Academic Integrity.**

According to the Penn State Principles and University Code of Conduct: "Academic integrity is a basic guiding principle for all academic activity at Penn State University, allowing the pursuit of scholarly activity in an open, honest, and responsible manner. In accordance with the University's Code of Conduct, you must not engage in or tolerate academic dishonesty. This includes, but is not limited to cheating, plagiarism, fabrication of information or citations, facilitating acts of academic dishonesty by others, unauthorized possession of examinations, submitting work of another person, or work previously used without informing the instructor, or tampering with the academic work of other students. Any violation of academic integrity will be investigated, and where warranted, punitive action will be taken. For every incident when a penalty of any kind is assessed, a report must be filed."

***You should know that I take academic integrity very seriously, and will fully adjudicate, with the IST Academic Integrity Review Board, any academic integrity violation I discover. If you are ever in question about an academic integrity issue, I strongly encourage you to discuss it with me.***

#### **2. Affirmative Action & Sexual Harassment.**

"The Pennsylvania State University is committed to a policy that all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by Commonwealth or Federal authorities. Penn State does not discriminate against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, or veteran status. Direct all inquiries to the Affirmative Action Office, 211 Willard Building."

If you believe you are the victim of discrimination or sexual harassment, I want to know about it so that I can help you or direct you to someone else who can help you.

#### **3. Americans with Disabilities Act.**

"IST welcomes persons with disabilities to all of its classes, programs, and events. If you need accommodations, or have questions about access to buildings where IST activities are held, please contact us in advance of your participation or visit. If you need assistance during a class, program, or event, please contact the member of our staff or faculty in charge. Access to IST courses should be arranged by contacting the Office of Human Resources, 332 Information Sciences and Technology Building, (814) 865-

8949. Recommended remedy. You may refer to the Nondiscrimination Policy in the *Student Guide to University Policies and Rules.*”

If you need special accommodations for any class activity due to a disability, please let me know in advance so we can work something out. I can also refer you to people in IST or in the Penn State Disabilities office who can help.

4. **Class Attendance.**

Class attendance is governed by Penn State Faculty Senate Rule 42-47 - <http://senate.psu.edu/policies/42-00.html#42-27>

“The faculty, staff, and other resources of the University are furnished for the education of students who attend the University. A class schedule is provided for students and faculty so that a reasonably orderly arrangement for instruction is facilitated. The fact that classes are scheduled is evidence that the faculty believes class instruction is important. Therefore, class attendance is important for the benefit of students. Accordingly, it is the policy of the University that class attendance by students be encouraged and that all instructors organize and conduct their courses with this policy in mind. A student should attend every class for which the student is scheduled and should be held responsible for all work covered in the courses taken. In each case, the instructor should decide when the class absence constitutes a danger to the student's scholastic attainment and should make this fact known to the student at once. A student whose irregular attendance causes him or her, in the judgment of the instructor, to become deficient scholastically, may run the risk of receiving a failing grade or receiving a lower grade than the student might have secured had the student been in regular attendance.

Instructors should provide, within reason, opportunity to make up work for students who miss class for regularly scheduled, University-approved curricular and extracurricular activities (such as Martin Luther King Day of Service, field trips, debate trips, choir trips, and athletic contests). However, if such scheduled trips are considered by the instructor to be hurting the student's scholastic performance, the instructor should present such evidence for necessary action to the head of the department in which the course is offered and to the dean of the college in which the student is enrolled or to the Division of Undergraduate Studies if the student is enrolled in that division.

Instructors also should provide, within reason, opportunity to make up work for student's who miss classes for other legitimate but unavoidable reasons. Legitimate, unavoidable reasons are those such as illness, injury, family emergency, or religious observance. If an evaluative event will be missed due to an unavoidable absence, the student should contact the instructor as soon as the unavoidable absence is known to discuss ways to make up the work. An instructor might not consider an unavoidable absence legitimate if the student does not contact the instructor before the evaluative event. Students will be held responsible for using only legitimate, unavoidable reasons for requesting a make-up in the event of a missed class or evaluative event. Requests for missing class or an evaluative event due to reasons that are based on false claims may be considered violations of the policy on Academic Integrity (Policy 49-20).”

5. **Excused Absences.** Excused absences are governed by Faculty Senate Policy E-11 -

<http://www.psu.edu/oue/aappm/E-11.html> -

“Senate Policy 42-27 Class Attendance recognizes that on occasion, students may opt to miss a class meeting in order to participate in a regularly scheduled university-approved curricular or extracurricular activity, or due to unavoidable or other legitimate circumstances such as illness, injury, family emergency, or religious observance.

**Procedure:**

1. Students who will miss a class in accordance with Senate Policy 42-27, should, where appropriate, present a [class absence form](#) to the faculty member as soon as possible and, except in unavoidable situations, at least one week in advance of a planned absence. In the case of illness, students are not required to secure the signature of medical personnel.

- Students should be provided with a reasonable opportunity to make up missed work. Ordinarily, it is inappropriate to substitute for the missed assignment the weighting of a semester's work that does not include the missed assignment. Completion of all assignments assures the greatest chance for students to develop heightened understanding and content mastery that is unavailable through the weighting process. The opportunity to complete all assignments supports the university's desire to enable students to make responsible situational decisions without endangering their academic work.
2. If an instructor believes a requested absence for such events will harm a student scholastically, the instructor should present evidence for necessary action to the head of the department in which the course is offered and inform the assistant/associate dean of the college in which the student is enrolled, or to the Division of Undergraduate Studies if the student is so enrolled.
  3. Students who believe they have been unfairly denied a make-up opportunity should, after trying to resolve the problem with the course instructor, contact the head of the department for the course in which the student is enrolled.
  4. If the problem is not resolved, the student should contact the sponsoring agency or university department (in some instances, this may be the student's college assistant/associate dean for undergraduate programs or the student's campus academic officer) and provide documentation describing the unresolved make-up opportunity. The sponsoring agency or university department should attempt to resolve the problem.
  5. If the problem is still unresolved, the sponsoring agency or university department should forward the documentation to the Vice President and Dean for Undergraduate Education for resolution.
  6. False claims of legitimate or unavoidable absence may be considered academic integrity violations (Senate Policy 49-20, AAPP G-9).

Note: As of Fall 2002, University Health Services (UHS) no longer provides verification of illness forms for minor illnesses or injuries. Verification will be provided only for serious illnesses for which UHS clinicians provided services, or when UHS has received such documentation from outside providers.

6. **Extended Absences.** Policy E-11 above provides that verification of minor illnesses is not necessary. However, for extended absences due to things like illness or other personal emergency, instructors may require documentation which may be obtained using this procedure, which may be viewed here - <http://studentaffairs.psu.edu/health/welcome/illnessVerification/> :

#### **“Policy for Verification of Illness**

University Health Services (UHS) does not provide verification of illness forms for minor or routine illnesses or injuries. UHS may provide verification of illness forms for significant prolonged illnesses or injuries resulting in absence from classes.

#### **Routine Illness**

A routine illness would be a minor illness or injury, such as colds, and flu-like or self-limited gastrointestinal illnesses. For routine illness-related absences, students should correspond directly with the faculty as soon as possible regarding their situation, ideally before they miss a class, exam, or other evaluative activity.

#### **Significant, Prolonged Illness**

A significant, prolonged illness is a serious illness or injury lasting at least a week. Medical documentation is required, either from UHS clinicians or outside clinicians. When appropriate, students may request the verification during their UHS clinician visit or send a secure message to their clinician or the Advice Nurse through [myUHS](#). If students have received care from an outside provider for a significant, prolonged illness, they must provide appropriate documentation to the UHS Director, 502A Student Health Center,

814.865.6555.”

**Additional Course Regulations and Instructions:**

Throughout the semester, additional course instructions may be posted to ANGEL. If you take this course, you are expected to read, understand, and comply with these.