

Fall 2022 Syllabus

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Office Hours available by appointment via Zoom

Course Description:

1. From the MSU Course Catalog:

This course applies business process concepts, methodologies and tools to solve real-world problems in business, government, and academic contexts. Students will develop and present solutions to problems they analyze including business process software use, six sigma analysis and statistical software. The course emphasizes analytical thinking in structuring problems, creating solutions, and effectively communicating those solutions to a broad audience.

2. In other words:

This class combines R programming you've learned in previous courses (ECON 5143) with analytical thinking and writing. We will add R skills, but one major goal of this course is to give you experience developing unique solutions (meaning, we sometimes work on problems that have more than one correct answer!). You should be able to leave this class with useful knowledge for your future career – in a wide variety of fields. In other words, the object of this course is not to make you a theorist or practicing economist, but to enable you to be able to:

Course Specific Learning Goals:

1. Demonstrate project management skills.
2. Develop and demonstrate analytics' project documentation and presentation skills.
3. Utilize statistical software (specifically, R) and apply to analytics project(s).
4. Develop and demonstrate the ability to identify quality data and sources.
5. Develop more effective oral and written presentation skills for presenting findings to non-technical/non-analytical audiences and stakeholders.
6. Effectively collect, clean, prepare, analyze and report analytics' findings.
7. Effectively document each step of the analysis process to enable replication (data collection, preparation, and analysis process).

Text:

Business Process Design, Management and Improvement: Connecting Process and Strategy for Competitive Advantage, by Willbann Terpening (2017), Hercher Publishing. Link to purchasing hardback copy or Vital Source e-book (options in addition to purchasing through MSU bookstore):

http://hercherpublishing.com/Student_Direct_Purchase.html

There are many open source references also available which we will use throughout the semester. They will always be listed within the relevant section of D2L and will be updated as the course progresses.

YOU MUST READ THE BOOK CHAPTERS AND COMPLETE ASSIGNMENTS IF YOU HOPE TO SUCCEED IN THE COURSE.

We cover roughly one chapter per week. After reading the chapter, your first resource if you need help with a question should be to post on our class discussion board for that week. More often than not other students in the course have the same question! This is extremely valuable given that our class is fully remote. The discussion boards should be very active and should be something you check daily!

If you post a question on the discussion board and other students are not able to help within 24 hours, you can send me an email (note that often I will respond after some time if there are not any other responses). My response time for email questions will be 24 hours at most during the weekday, and I will respond to weekend emails before the end of the day on Mondays. However, rarely will my response time really be this long. I always encourage you to ask for help!

Grading Policy:

Your grade in this class will be determined by your performance on two analytics projects, textbook assignments, and five writing assignments (two peer-reviews and three journals). This is a fully online course and as such all assignments will be submitted through D2L. The grading scale is based on a 100 point scale (A is 90 or above, B is 80 to 89, C is 70 to 79, D is 60 to 69 and F is 59 or less). The grade you receive is the grade you earn, no exceptions.

You are also responsible for participating in the discussion boards weekly. This is an assumed participatory component of the class and thus does not comprise a portion of the weighted grades below, however, if you do not write weekly in the discussion board (either asking OR answering a question), then you will lose 10% points off of your semester grade.

	<u>Weight</u>
Textbook Assignments	35%
Projects (Midterm and Final)	35%
Writing Assignments	30%

Textbook assignments will build upon what you've learned in the chapter. These are due (roughly) weekly and must be submitted on D2L before midnight on their due dates. If you miss an assignment, **YOU CANNOT MAKE IT UP**. This is the policy regardless of why you miss the assignment.

You will have plenty of time to complete each assignment, so there should be no reason for you to miss one. If you do, and have a valid reason why you could not complete the assignment at any time the prior week that it was posted, you will not be able to make it up, but that assignment will just be excluded from your overall grade. This policy applies on a case-by-case basis at the instructor's discretion. Note this policy is intended only for extreme scenarios when you were unable to work on the assignment for an extended period (vacations are not a valid reason for use of this policy). You are always able to submit assignments early.

All of these assignments are meant to benefit students who work hard. Do not underestimate the importance of these assignments on your overall course grade.

The two major projects will be discussed in detail after the first few weeks of class.

Writing assignments are meant to be used for self-assessment and peer review. These are reflective in nature and will help you to solidify all of the things we learn this semester. More detail will be provided as these due dates get closer.

Your Responsibilities:

Our class is fully remote and we do not have scheduled meetings. You are expected to keep up with the reading assignments, read any supplemental material posted in D2L, and/or watch videos. Everything will be posted in D2L for the relevant week/chapter we are covering. You should be reading the discussion boards weekly and participating (writing at least one question/answer post per week). There will be **NO** late work accepted, under any circumstances.

For the big projects you will need access to zoom which means you need a webcam and microphone (or, you can call in using a cell phone for audio/video). You do NOT need a specific type of webcam- just make sure you have something that works.

Academic Dishonesty

Students will adhere to the highest professional and ethical standards. All work submitted will be the result of each student's own effort only. You are only allowed to work with other people during group assignments. Cheating will be penalized to the maximum allowed by the University policy which may include a final course grade of "F" and referral to the Dean of Students for disciplinary action. Though you are allowed to work together for assignments, you should submit your own work and not someone else's. Exams will always be individual.

Please refer to the "Student Honor Creed" for other questions related to academic honesty. (See "Student Handbook 2019-2020).

If you are caught using a graphing calculator or cellphone during an exam, this will be considered a form of cheating and you will be penalized accordingly.

Students with Disabilities: Your success in this class is important to me, and it is the policy and practice of Midwestern State University to create inclusive learning environments consistent with federal and state law. If you have a documented disability (or need to have a disability documented), and need an accommodation, please go to the Disability Support Services (Clark Student Center, 168) office regarding formal documentation for me to address specific needs and the requirements of the course. Their phone number is (940) 4140. For more information: <https://msutexas.edu/student-life/disability/> **Nondiscrimination:** MSU adheres to a policy that enables all individuals, regardless of race, color, gender, national origin, age, sexual orientation, veteran's status, or disability to work and study in an environment unfettered by discriminatory behavior or acts. Harassment of an individual or group will not be condoned and any person – student, faculty, or staff member – who violates this policy will be subject to disciplinary action.

In order to help students keep track of their progress toward course objectives, the instructor for this class will provide a Midterm Progress Report through each student's WebWorld account for any student at risk of failing the course. Midterm grades will not be reported on the students' transcript; nor will they be calculated in the cumulative GPA. They simply give students an early warning at the midpoint of the semester. Students earning below a C at the midway point should email Dr. Q to set up a meeting to discuss potential remedies (including study habits/tutoring/etc.)

The readings/topics schedule below is considered a guideline and MAY change as the semester progresses. However, due dates as listed should not change. Please note that we do not always follow the order of the textbook so make sure you are reading the correct chapter(s) each week!

	Readings / Topics Schedule
Week 1: August 22 to 28	Syllabus & Introduction Read Chapter 1
Week 2: August 29 to September 4	Read Chapter 2 September 3 Assignment 1 (Ch 1) Due on D2L
Week 3: September 5 to 11	Read Chapters 2 and 3 September 10 Assignment 2 (Ch 2/3) Due on D2L
Week 4: September 12 to 18	Read Chapter 6 September 17 First Journal Due on D2L
Week 5: September 19 to 25	Read Chapter 7 September 24 Assignment 3 (Ch 6/7) Due
Week 6: September 26 to October 2	Read Chapters 9 and 10 October 1 Assignment 4 (Ch 9/10) Due
Week 7: October 3 to 9	Read Chapter 11 October 8 Assignment 5 (Ch 11) Due
Week 8: October 10 to 16	Project Work Period October 15 Second Journal Due
Week 9: October 17 to 23	Project 1 Presentations Recorded and Peer Review October 22 Third Journal Due October 24 at 4:00 PM is the last day for a "W" (MSU Registrar)
Week 10: October 24 to 30	Read Chapter 4 October 29 Assignment 6 Due
Week 11: October 31 to November 6	Read Chapter 4 November 5 Assignment 7 Due

Week 12: November 7 to 13	Read Chapter 5 November 12 Assignment 8 Due
Week 13: November 14 to 20	Read Chapter 8 November 19 Assignment 9 Due
Week 14: November 21 to 27	Read Chapter 13 and work on Final Project ***CAMPUS CLOSED November 23-27***
Week 15: November 28 to December 4	Read Chapter 13 December 3 Assignment 10 Due
Week 16: December 5 to December 11	Final Project Due December 2 Peer Evaluations Due December 4 Final Journal Due December 4