Management Information Systems

Graduate
Student Handbook

(Updated April 2023)

2023/2024

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PROGRAM INTRODUCTION

Welcome to the University of Arizona MIS Master's Program!
You are now a part of the Eller College of Management community at University of Arizona, joining one of the oldest and highly ranked MIS programs in the country. The University of Arizona's Department of Management Information Systems pioneered one of the first MIS programs in the world. The Department of Management Information Systems has been ranked in the top seven since the rankings began in 1989 by US News and World Report.

Our faculty consists of highly productive and leading scholars in various areas of MIS research, the MIS department includes several research laboratories, and associate research centers. What is really unique and exciting is that our research excellence is fully integrated into real-life business solutions and most importantly, into our academic programs.

Master's MIS programs Overview

The Master's degree in Management Information Systems (MIS) is designed to prepare students for challenging careers in the application of IT to solve various business problems. MIS professionals are the "communication bridges" between IT and the business community. They analyze, design, implement, and manage IT applications and strategies to help solve business problems. MIS students first learn business processes and then analyze how to improve the processes using IT.

MIS professionals secure positions in website design and development, consulting, security risk assessment, internet marketing, Sarbanes-Oxley audit control, business analysis, customer relationship management consulting, e-commerce, legal forensics, medical records automation, enterprise resource planning, and supply chain management.

Eller College MIS students are prepared for the future because they learn more than technical skills — they learn how to apply technical skills in support of business processes (i.e., Business skills). Expected learning outcomes for MIS students are:

Technical skills involve designing and developing Information Technology (IT) artifacts to solve problems. This skill leverages formal and quantitative modeling, mathematical and computational techniques from computer science (e.g., data mining and artificial intelligence) and operations research (e.g., optimization and graph theory), and cutting-edge technological advances (e.g., ubiquitous computing and mobile technologies), to design and implement IT artifacts. Examples of these include search and recommendation engines, models for tracking data provenance, techniques for resolving semantic interoperability among databases, web and data mining, business intelligence algorithms, and systems in areas such as team science, border security, law enforcement, and e-health.

Behavioral skills in IS analyzes the interactions of people and technology (i.e., IT artifacts) by leveraging and extending theory from areas such as psychology, sociology, management, marketing, consumer behavior, and communication. In addition, behavioral IS analysis builds theory to explain and predict important phenomena. The people include individual technology users, decision makers, virtual and co-located teams, organizations, and society. Examples of this area include studying interactions in online environments to enhance processes and improve outcomes, examining user behavior with respect to security policies to increase awareness and compliance, or understanding motivations for behavior (e.g., trust, sharing, and deception) in mediated environments. Methodologies include laboratory and field experiments, surveys, and case studies. A wide variety of quantitative and qualitative methods are used to analyze the data including content analysis, event analysis, analysis of variance (ANOVA), multivariate

analysis, regression, structural equation modeling (SEM), and social network analysis.

Economic skills in IS uses principles and methods from the economics discipline to analyze how people, organizations, and society adopt and use information systems. Examples of this area include analysis of the competitive environment introduced by technology, understanding of consumer behavior in new economic environments brought about by technology, analysis of how economic agents inside and outside a firm interact through technology solutions, pricing and commercialization of digital goods and services. Methodologies range from microeconomic analytical models to the use of advanced econometrics with empirical data.

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MIS FACILITIES

Below you will find a list of important locations in McClelland Hall to make note of during your time in the program:

- MIS Department
  - Located on the fourth floor, room 430
- Graduate Lounge
  - Located on third floor near Grad Lab
  - Places for group meetings
  - Access using Omni lock code (see Wendy for code)
- Graduate Lab
  - Located on third floor, in room 335
  - Access using CatCard
- MIS Commons
  - Located on second floor, in room 218
  - Collaborative workspace, conducive to small group meetings and project work
- Access Using CatCard
  - 208 Gallery/Rooms
  - Located on the second floor, room 208
  - Rooms to reserve for group meeting or interviews
  - Room reservations made using CatCard

MIS MS PROGRAMS

Degree Options	Standard time to degree
Accelerated Master's in Management Information Systems (MIS AMP)	1 year
Master's in Management Information Systems (MSMIS Full Time)	1. 5 years
Master's in Management specializing in Cybersecurity (AZSecure/SFS)	2 years
Dual MBA/MS MIS (TLP)	2 years

AMP: MIS Accelerated Master's Program
Link: https://grad.arizona.edu/catalog/programinfo/MISMSMISMSAMP

This program allows Eller MIS undergrad (UG) senior year students to register for Graduate level courses which are applicable to both the Bachelor's and Master's degrees once accepted into the program. Once an Eller MIS UG student is accepted as a AMP student, it is possible for them to earn up to 12 units graduate credit (4 courses) as an undergraduate student.

UG Senior year MIS Graduate level courses are identified by both the student and the Assistant Director, MIS Academic Operations. Depending on when the student is admitted to the AMP program, we recommend completing the following MS-MIS core classes during while enrolled in their final semesters as an undergraduate:

      Fall Semester: MIS 543 (replacing MIS U/G core class MIS 443)
      Spring Semester: MIS 541 (replacing MIS U/G core class MIS 441)

Business Pre-requisites are typically NOT required for MIS AMP students in good standing.

MS: MIS Master's Program
Link – https://grad.arizona.edu/catalog/programinfo/MISMSMISMSAMP

This program allows up to 6 transfer units of approved graduate level course work.
Business Pre-requisites MAY apply; each student is notified if business pre-reqs are required.

AZSecure/SFS/SFI Master's Program
Link: https://eller.arizona.edu/programs/masters/mis/mis/program/azsecure

This program requires admission into both the MS MIS Master's program and the AZSecure/SFS/SFI program; please note this program requires U.S. citizenship or permanent resident status.

Dual MISMS/MBA Master's Program (Technology Leadership Program)
Link: https://eller.arizona.edu/programs/masters/mis/mis/program/dual/msmis-mba

This program requires admission into both the MSMIS program and the MBA program. The dual degree student is able to use up to 15 units which are applicable to both the MISMS and MBA plans of study.

REQUIREMENTS FOR AN MS in MIS

The MS MIS course work consists of a set of core courses (30 units), 7 core MIS MS courses, a minimum of 3 MIS Elective courses and a 1 unit summer Internship course.

Core Requirements

Table 1: Core Requirements /courses

Requirements	Courses
CORE **(21 units required)**	MIS 507 Software Design MIS 510 Web Mining and Analytics MIS 513 Business Foundations for IT Strategy MIS 531: Enterprise Database Management MIS 541: Analysis and Design of Service-Oriented Systems MIS 543: Business Data Communications & Networking BNAD 597A Eller Business Consulting
Experiential Professional Development **(3-5 Units)**	MIS 509 Strategic Communications MIS 593 Internship

Technical Business Prerequisites **(2 Units)**	MKTG 552 Introductory Statistics for Managers

Concentrations and Electives

Concentrations are determined by the chosen electives. To earn a concentration in SIA, MBO and BIA at least three courses must be completed from the concentration courses listed below. A concentration is NOT required; student may choose electives across all three concentration areas. The AZSecure/SFS program concentration typically includes an expanded list of elective courses, depending on the background of the

Table 2: Areas of Concentration

Concentration	Courses
Security Information Assurance (SIA)	MIS 515 Information Security in Public & Private Sectors MIS 516 Information Security Risk Management MIS 517 Systems Security Management
Managing Business Operations (MBO)	MIS 527 Introduction to Enterprise Computing Environments OSCM 577 Supply Chain and Logistics MIS 578 Project Management
Business Intelligence & Analytics (BIA)	MIS 587 Business Intelligence MIS 545 Data Mining for Business Intelligence MIS 584 Big Data Technologies
AZSecure/SFS **All courses required**	MIS 599 Independent Study MIS 515 Information Security in Public & Private Sectors MIS 516 Information Security Risk Management MIS 517 Systems Security Management MIS 545 Data Mining for Business Intelligence

Table 3: Required Professional Development and Technical Preparation (or equivalent experience)

Requirements	Courses
Experiential Professional Development **(3-5 Units)**	MIS 509 Strategic Communications MIS 593 Internship
Technical Business Preparation **(2 Units)**	MKTG 552 Introductory Statistics for Managers

MIS MS Course list

For a comprehensive list of MIS MS course offerings and a small course summary visit: **https://msmis.eller.arizona.edu/courses ,** you must work with your Assistant Director, MIS Academic Operations in planning courses; not all courses are taught each semester.

REGISTRATION REQUIREMENTS AND PROCEDURES

All Master level students register themselves via UAccess. Students may take additional course work from other departments on campus however, they may require special approval. It is up to each student to investigate the requirements to register for graduate level courses in other departments. Undergraduate units do NOT count toward the Master level unit requirements.

Non-MIS courses do NOT count toward the MSMIS degree requirements, exceptions require MIS departmental consent.

AMP, MS and Dual students work with the Assistant Director, MIS Academic Operations to finalize semester courses.

AZSecure/SFS students work with Dr. Mark Patton to finalize semester courses.

15 Unit Exemption Request:

It is not necessary to take more than 16 credits to make timely progress to degree completion. Students considering more than 16 credit should contact their academic advisor and discuss the possible implications on their academic work, personal stress, obligations for teamwork, and professional career development.

Excessive units affect the entire MSMIS program; course deliverables suffer, disproportional teamwork load occurs, instructional expectations may not be met, student's CGPA may be negatively impacted, student stress increases, time for internship and fulltime search is lessened.

Evaluation Criteria consists of CGPA, employment and campus community commitments and may include faculty feedback and previous team-member feedback.

The process shall include: submission of the Eller MSMIS Exception Request Form, an Academic Status Report Form and meetings with the Assistant Director, MIS Academic Operations and/or the MIS Director of Graduate Studies. To initiate the Exemption Request set up an appointment to discuss your situation with the Assistant Director, MIS Academic Operations.

SATISFACTORY PROGRESS

It is expected that each student will make satisfactory progress toward program/degree completion. The semester unit load ranges from 12 to 16 units.

> Domestic students must register for 7 units to be considered full time
>
> International students must register for 9 units to be considered full time (*except for your last semester which may be less than 9 units*)
>
> Assistantships, students with an assistantship may register for 6 and still be considered full time

Cumulative Grade Point Average CGPA

Students should maintain a minimum cumulative grade point average (CGPA) of 3.0. Individual courses with a letter grade below a "C" ("D" or failing) may not be used to meet MIS graduate degree requirements.   Students who fail to maintain a minimum CGPA of 3.0 will be placed on academic probation and must complete a mandatory academic improvement plan. Students must complete the required academic program with a minimum CGPA of 3.0 to be awarded their degree. Students on academic probation for two consecutive semesters may be disqualified from the Graduate College. The CGPA calculation will include all graduate level courses taken.

AMP students: Once admitted into the MIS AMP program you MUST maintain a minimum UG CGPA of 3.3 to remain in the AMP program. Once your BSBA is awarded and you are officially admitted into the Master's program a minimum CGPA of 3.0 is required to be awarded the MIS MS degree. Undergraduate and Graduate CGPA's are tracked separately.

MS students: Your CGPA will be cumulative, including all graduate course work.

SFS students: As a condition of admission to the SFS/SFI program, students may be required to meet additional requirements to maintain successful academic progress. Please be sure to discuss all requirements for the SFS/SFI program with the SFS/SFI program director prior to beginning your studies.

TLP Students: Your CGPA will be cumulative, including both MBA and MIS course work.

Academic Probation

Students who have been placed on academic probation are required to meet with the Assistant Director, MIS Academic Operations to discuss the steps to be taken to remediate the problems that led to the probationary status and create a written plan of action. Students whose CGPA is below 3.0 for two consecutive semesters may be disqualified from their program. Disqualification results in the student being blocked from registration. For additional information visit https://grad.arizona.edu/policies/academic-policies/academic-probation.

REMEDIATION POLICIES & PROCEDURES

The MIS Department has policies and procedures in place to make sure that all students concerns are heard and addressed.

Student Role in Departmental Governance

Management Information Systems Graduate Association (MISGA) is a department sponsored student organization at the University of Arizona. One of the objectives of this organization is to represent MIS graduate students' needs in regard to the MIS Department and the Eller College. There is an election process each year, during which the incoming class votes for a President, who then, with the help of the existing board, elects 8 directors for various roles to support the student body. MISGA has a faculty advisor with whom they

meet regularly. MISGA's officers also meet with the Department Head each semester, where they can report any problems or concerns, they have heard from the student body.

Appeals

Students have the right to formally request exceptions to department policies and procedures. A MIS student should make their appeal in writing to the MIS Director of Graduate Studies (DGS). On a case-by-case basis, we will review exceptions to the policies for extenuating and compelling circumstances. Requests are reviewed by DGS or by the Department Chair. Every exception decision is made based on each situation and circumstance. Please note that a review of your request does not guarantee the request will be granted.

Summary of Grievance Types and Responsible Parties

For additional issues, please contact the Assistant Director, MIS Academic Operations.

We will also follow the outlined procedures for various petitions and grievances as stipulated on the University's Graduate College website, https://grad.arizona.edu/policies/academic-policies/summary-grievance-types-and-responsible-parties.

Related to an academic issue?		
Does it involve possible violation of an academic policy or procedure?	**Graduate College Academic Policies** and **The University of Arizona General Catalog(link is external)** and the Graduate Handbook for your program	**The Graduate College** Administration Bldg, Room 316 (520) 621-7815
Is it related to a course grade?	**Grade Appeal Policy(link is external)**	Course instructor, then the Academic College Dean's office.
Is it related to research ethics?	**Research Policies and Procedures(link is external)**	**Research Integrity Program(link is external)** in the Office for Research, Discovery & Innovation, Administration Bldg, Room 601 (520) 626-5338
The result of inappropriate behavior of another person?		
Does it involve another student?	**Student Code of Conduct Policy(link is external)**	**Dean of Students(link is external)** Robert L Nugent Bldg. 1212 E. University Blvd.

		(520 621-7057
Does it involve a faculty or staff member and directly impact your academic progress?	**Graduate College Academic Policies** and **The University of Arizona General Catalog(link is external)** and the Graduate Handbook for your program	First the Director of Graduate Studies in your program. Follow up with the **Graduate College**, if necessary.
Does it involve a faculty or staff member and you believe this person acted unethically?		Ethics and Compliance Hot-Line (866) 364-1908
Does it involve a faculty or staff member acting unprofessionally?	**Human Resource Policies(link is external)**; **General Administrative Procedures - Policy 6.02(link is external)**	**University of Arizona Human Resources(link is external)** 888 N. Euclid Avenue, Room 114 (520) 621-3662
Does it involve a faculty or staff member, and you believe you were discriminated or harassed based on race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information?	**Office of Institutional Equity(link is external)**	**Office of Institutional Equity(link is external)** University Services Bldg, Room 113 (520) 621-9449
Did you witness an incident that you believe should be addressed?	**Report an Incident(link is external)**	**University of Arizona Human Resources(link is external)** 888 N. Euclid Avenue, Room 114 (520) 621-3662

Involving a Graduate Assistant/Associate (GA) issue?

Related to your position as a Graduate Teaching or Research Assistant/Associate?	**Graduate Assistant/Associate Manual**	Your departmental Director of Graduate Studies. Follow-up with the **Graduate College**, if necessary.

Involving a disability?

Related to the need for accomodation based on a disability?	**Disability Resources Center(link is external)**	**Disability Resource Center(link is external)** 1224 E. Lowell St.

		(520) 621-3268

Incomplete "I" Policy

Students who have completed all but a minor portion of the requirements in a course may request an Incomplete from the instructor. The grade of **I** is not to be awarded in place of a failing grade or when the student is expected to repeat the course. Incomplete grade requests must be made in a timely manner (i.e., before the class ends) and are submitted at the instructor's discretion.

The student and instructor must complete a Report of Incomplete Grade form and provide it to the Assistant Director, MIS Academic Operations for inclusion in their academic record. The form can be found here https://registrar.arizona.edu/faculty-staff-resources/grading/grading-policies/incomplete. Incomplete courses must be completed timely, in accordance with the agreement in the form.

GRADUATE COLLEGE FORMS

These forms are required to process: Graduation Lists (graduate name in Graduation programs), Awarding of degrees, Curricular Practical Training and Optional Practical Training (CPT/ OPT work authorization – International students only).

More details: https://grad.arizona.edu/gcforms/academic-services-forms

UAccess Forms

Responsible Conduct of Research Statement:
> This form is an acknowledgement and acceptance of the University's Office of Responsible Conduct of Research (https://research.arizona.edu/compliance/RLSS) and the Code of Academic Integrity.

> All students must submit this form before they are able to submit the other forms.

MIS Master's Plans of Study (MPOS):
> AMP, MS, SFS and Dual: students have the responsibility of ensuring their MPOS course listing match the actual courses taken. Your MPOS may be edited after approval, a mismatch between your MPOS and courses taken will delay the posting of your degree. When the Graduate College approves your MPOS there is a onetime charge applied to your UAccess student account.

> **Your Degree will NOT post until the MPOS is correct.**
> Ensure that:
>> The Academic advisor listed is: Director of Graduate Studies .

MPOS submission timeline
> **AMP Students:** Fall 1: submit by Sept. 1, this form will allow you to pull in the 500 level courses taken as an undergrad.

> **MSMIS Full Time Students:** Fall 1: Submit by Feb. 1; ensure you list MIS 593 Internship for summer. An approved MPOS is required for CPT approval.

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SFS students: Fall 2; submit this form by August 1

TLP Students: submit this form when you have 2 semesters to MIS program completion (Sept.1 or Feb.1) Ensure that you only have 15 units double listed on your MBA and MISMS plan of study.

Master's Specialist Committee form:
Ensure the correct term is listed.
To the question …"Do you have a Committee" respond NO

Failure to submit this form will delay your degree

Master's/Specialist Committee Certification form:
Your Assistant Director MIS Academic Operations will submit this form ONLY after the MPOS and the Master's Specialist Committee forms have been then correctly submitted. This form triggers awarding your degree.

Degree Address: your degree will be mailed to the Permanent Address listed in UAccess. If you wish to have your Degree mailed to another address you MUST add a Diploma Address in UAccess.

ADVISING AND CAREER MANAGEMENT

Each student should meet with both the Academic Advisor and MIS Career Management team a minimum of 3 times per semester though it is recommended to meet more often. Building a strong relationship and open rapport is highly encouraged to enable the Career Management team to guide you in your academic and career options.

For appointments:
Schedule a meeting through Handshake at least 24 hours prior to your desired meeting time.
Handshake: https://career.arizona.edu/jobs/handshake

PROGRAM CHECKLIST

First Year	December Grad	May Grad
□ Responsible code of Conduct*	September of Fall 1	September of Fall 1
□ MIS Plan of Study *	February of Spring 1	November of Fall 1
□ Master's/Specialist Committee form *	n/a	March of Spring 1
□ TATO	by mid-August of Fall 1	by mid-August of Fall 1
□ Estimated Family Contribution and/or FAFSA *	August 30	August 30

□ 15 Unit Exemption *	Fall 1 registration submit form by April 1	Spring 1 registration submit form by November 1
Second Year		
□ Master's/Specialist Committee form *	October of Fall 2	March of Spring 2
□ Financial Need Based Scholarship application and supporting documents *	February 1	February 1
□ 15 Unit Exemption *	Fall 2 registration submit form by April 1	Spring 2 registration submit by November
□ Full time Exemption form * **International students only**	August 1	Jan 10
□ CPT Advisor letter **	Spring 1: April, May, June	
□ OPT Advisor letter **	Fall2: October, November, December	Spring 1: April, May, June

*required
**International students only

FINANCIAL INFORMATION

Tuition payments for the Eller Full-Time MIS will be processed through the University of Arizona Bursar's Office.

Participants can find acceptable forms of payment on the Bursar's website Click here for Bursar's Office website.

Students whose companies are funding their education should follow the guidelines for sponsors.

Please note that tuition, payment dates, and process are subject to change. Additional information can be found on the Bursar's Office website.

Financial Aid

Financial aid — including government grants and loans — may be available to help pay program costs. For information, contact the University of Arizona Office of Student Financial Aid:

- http://financialaid.arizona.edu
- askaid@email.arizona.edu
- 520.621.1858

Additional information regarding scholarships may be found at:

- https://scholarshipuniverse.arizona.edu/suha
- https://grad.arizona.edu/futurestudents/funding-tips

GRADUATE AND TEACHING ASSISTANTSHIPS

Graduate Assistant (GA) and Teaching Assistantship (TA) positions at Eller College and The University of Arizona are designed to provide benefits to graduate students while they work to complete their graduate degrees as well as provide support to colleges and departments on campus with teaching, research, and outreach.

GA and TA roles will be communicated through Career Management. Students are also welcome to find their own positions across campus through Handshake. Typically, students should not contact MIS professors directly regarding GA and TA positions, unless invited to do so by the faculty member.

This GA Manual contains the information that a student, faculty, or staff member would need to know about Graduate Assistant/Associate (GA) appointments at the University of Arizona. For any questions or concerns regarding this information, please contact gahelp@grad.arizona.edu .

Child Care Subsidies and Family Friendly Information

The Graduate College is dedicated to promoting and strengthening family relationships. Many resources have been designed to help graduate students balance and manage family, work, and school.

- **Graduate Assistant/Associate Parental Leave**
- **Temporary Alternative Duty Assignments (TADA) for Teaching Assistants/Associates**
- **Extension of Time to Degree Policy**
- **Life & Work Connections (link is external)** - Child and Elder Care Resources

MIS PhD Program

Master's student that are interested in pursuing a MIS PhD would need to apply online, https://eller.arizona.edu/programs/doctoral/mis/admissions

Admission Requirements
- Undergraduate GPA of 3.5 or higher
  - For domestic students a bachelor's degree from an regionally accredited college or university.
  - For international students an U.S. comparable bachelor's degree.
- Copies of GMAT or GRE scores (uploaded during online application process)
  - Official GMAT or GRE scores (test must have been taken within the last five years of intended term of enrollment. No score minimum)
- Copies of TOEFL scores (uploaded during online application process)
  - Official TOEFL scores (for international applicants only who have not graduated from a U.S. institution. Test must have been taken within two years of the intended term of enrollment. Minimum score of 80 internet-based testing)
- Copies of official transcripts/academic records (uploaded during online application process)
  - Official transcripts/academic records (official documents needed only after being admitted into program.)

- From a U.S. institution: Final, official transcript showing degree awarded with conferred date
- From an international institution: Final, official transcripts/academic records showing degree awarded with conferred date and/or official degree/diploma certificate
    - More details here on accepted transcripts/academic records.
- Resume that includes work experience with dates of employment (uploaded during online application process)
- Three letters of recommendation (uploaded during online application process)
- Completed Graduate College Application

STUDENT CONDUCT

Professional Conduct Expectations
To foster a positive learning environment, students and instructors have a shared responsibility. We want a safe, welcoming, and inclusive environment where all of us feel comfortable with each other and where we can challenge ourselves to succeed. To that end, our focus is on the tasks at hand and not on extraneous activities. Please refrain from any distracting behavior.

We will follow the University's policy regarding threatening behavior by students as well as policies against discrimination and harassment. These policies can be found at http://policy.web.arizona.edu/education-and-student-affairs/threatening-behavior-students and http://policy.web.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy.

Students are Responsible for Knowing Policies
Graduate students are expected to follow the policies and procedures for both the Graduate College and the MIS Department, as they pertain to the completion of their program. Graduate College policies can be viewed online at https://grad.arizona.edu/new-and-current-students; university policies can be found at https://catalog.arizona.edu/.

Eller MIS Academic Integrity Policy

At the Eller College of Management, we strive to prepare MIS professionals who can pursue careers in demanding and competitive environments with skill and integrity. To this end we work to foster a climate of honesty, collaboration and respect. **The Eller MIA Department's Academic Integrity Policy** follows the Dean of Student's Policy of The **University of Arizona.** Our success in promoting a culture of honesty and respect will depend on the extent to which all members of the Eller community embrace these standards, holding themselves and those with whom they work accountable to them in their daily actions and words.

What is Academic Integrity?
Academic integrity is a character trait involving honesty and ethical behavior related to scholarly work. Scholarly work involves all the intellectual endeavors of a student or faculty member during their course of study/employment related to education. Pursuing a mindset of integrity is not only important during one's academic career, but also throughout one's life and dealings with society. Academic Dishonesty involves unethical behavior conducted by either students or faculty related to scholarship. It can involve a variety of activities from cheating to plagiarism.

Potential Consequences of Academic Dishonesty

- failing grade on assignment
- failing the course
- removal from program of study
- expulsion from university

Forms of Academic Dishonesty (this is not an exhaustive list)
- providing forged documents, using fake information or submitting plagiarized material during the admission process
- using the same assignment for more than one class without the instructor's prior consent
- using unauthorized materials (cheat sheets, notes, textbook, talking with other individuals, etc.) during examinations without the instructor's prior consent
- gaining unauthorized access to examinations prior to the exam date and time
- submitting someone else's work as your own (includes various forms of plagiarism and having someone else do the work for you)
- submitting false research or laboratory information as actual results
- using fake documents to gain an extension of time to submit work or take an examination

Academic Writing

Features of academic writing include:
- A well-crafted, thoroughly researched argument
- Written with the appropriate audience in mind
- Displays critical thinking, reading, and writing
- Free from common errors of spelling, punctuation, syntax, and grammar
- Avoids all forms of plagiarism
- Cites all sources

Citations: Carroll, L. A. (2002). Rehearsing new roles: How college students develop as writers. Carbondale: Southern Illinois University Press.

Levin, L. L. (2010). What is Academic Writing?. In C. Lowe and P. Zemliansky (Eds.), Writing spaces: Readings on writing, Vol. 1 (pp. 3–17). Retrieved from http://writingspaces.org/essays/what-is-%20academic-writing.

Plagiarism
Anyone who has written or graded a paper knows that plagiarism is not always a black-and-white issue. The boundary between plagiarism and research is often unclear. Learning to recognize the various forms of plagiarism, especially the more ambiguous ones, is an important step in the fight to prevent it.

List of Reading Resources

The following is a list of selected online writing resources:
- The Purdue Online Writing Lab (OWL) – http://owl.english.purdue.edu/ o Purdue OWL provides over 200 writing resources including information about various citation formats.
- Dartmouth University Institute for Writing and Rhetoric – http://writing-speech.dartmouth.edu o The Institute for Writing and Rhetoric provides a variety of resources including information about logic and argument and writing a thesis.
- George Washington University Writing Center http://www.gwu.edu/~gwriter/Resources.html
    o The GWU Writing Center provides an assortment of writing guides for various subject areas as well as other useful writing resources

All members of the Eller MIS Program are expected to know the Academic Integrity Policy's content and implications. Lack of familiarity with the policy will not excuse integrity violations.

Complete information about the Code of Academic Integrity can be reviewed at: https://deanofstudents.arizona.edu/policies/code-academic-integrity. Violations include, but may not be limited to:

Integrity Violations in Academic Conduct:

- Direct use of the words or ideas of another without giving proper credit, including material drawn from print, televised, or electronic sources.
- Submission of the same or substantially same assignment to different instructors, without the express permission of the later instructor.
- Unauthorized use of another person's work, in part or in whole, on assignments (including work done in conjunction with another student) and in exams.
- Receiving or giving unauthorized assistance on exams, quizzes, or assignments.
- Using unauthorized materials during an exam or on assignments.

It is every student's responsibility to seek clarification from faculty on class rules before an assignment is turned in. It is unacceptable to submit an assignment and then claim lack of knowledge of the rules by which it was governed.

Integrity Violations in Personal Conduct:

- Taking or attempting to take the property of another without permission.
- Misrepresenting the truth or furnishing false information, with the intent of gaining unfair personal advantage, or causing harm to another.
- Verbal or physical harassment of any kind, aimed at any individual or group.
- Inappropriate use of another student's personal information.
- Inappropriate use of D2L or other University of Arizona information systems.

Faculty members are responsible for describing rules specific to their classes beyond the general policy and will determine the penalties for violations. **Penalty for violations listed could include:**

- Failing grade for an assignment or course in which the violation occurred.
- Inability to obtain recommendation letters for graduate school or employment.
- Removal from the Eller MIS Major or Eller College.

I acknowledge that I have read and understand the MIS program policies.

Name:_____   **Date:**_____

APPENDIX A

Pre-arrival Checklist

Before you arrive on campus, DO THESE ITEMS

- ☐ **Create Netid - Everyone**
- ☐ **Establish Email account - Everyone**
- ☐ **Register ISPS international orientation- International students only**
- ☐ **Immunizations – Everyone - Email proof**
- ☐ **Temporary housing – organized thru MISGA**
- ☐ **Airport pickup – organized thru MISGA**
- ☐ **UA - UITS Tutorials – recommend brushing up on skills**
- ☐ **TATO – strongly recommended**
- ☐ **Skills I encourage you to review/gain**

NetID link - https://netid.arizona.edu/
- Access the link listed above
- on the left hand side select Create NETID
- Follow the instructions, I believe you will need your PIN number

CATMAIL – Frequently asked questions - http://uits.arizona.edu/faq/catmail - How do I log into CatMail?
- Log in with your UA Net ID and password at the WebAuth log in window, The first time you log in to your account,
- Google will have you go through a confirmation page. After your first login, all future logins will take you directly to your account.

ISPS international orientation link – international students only
http://global.arizona.edu/international-students/orientation-information
- This is a mandatory orientation for all Graduate International students
- Please access the link; read all the material, note the dates for orientation
- the Userid and PW are include in your I-20 documentation
- **you must register and attend this orientation; you will not be allowed to register for courses until this is done.**

Immunizations link - required of everyone
https://www.health.arizona.edu/immunization-requirements
- I strongly encourage each of you to get your MMR immunizations in your home country, less expensive
- Utilize the online submission of the proof of immunizations, doing this will remove the

immunization hold on your account and allow course registration. (there are two holds against your account preventing registration 1) ISPS orientation and 2) MMR- proof)
- You may submit proof upon arriving but it's just one more thing to do in 100 degrees Fahrenheit.

Temporary housing
- As a courtesy to our incoming international students, please contact MISGA if you need to arrange temporary housing

Airport Pickups
- As a courtesy to our incoming international students, please contact MISGA if you need to arrange an airport pickup.

Facebook group: search for Eller YYYY (where YYYY is your admit year)
1. Request access to this group to connect with your fellow class mates and your senior class mates plus MIS Staff.
- This forum will allow you to interact with each other, find room mates,
  Learn from your senior class mates, interact with MIS staff, post your inquiries, etc.

UA Computer Training Resources (excellent resource for those of you needing to brush up skills or to acquire new skills –)
- I wanted to remind you that there are many resources on campus for your use.
- Registration may be required to use this service
    • Domestic students: registration for courses
    • International students: registration for ISPS orientation

TATO - http://grad.arizona.edu/financial-resources/ta/tato
- **Complete TATO module *Staying out of Trouble Policies* required**
- GATO will become a module within TATO I will keep you posted once this has been added.
- I recommend that everyone who might want a Teaching assistantship review
  and complete the TATO modules.

Please ensure that you do TATO without this you may have to turn down an assistantship
Business courses: Over the summer I will identify those students needing business courses (Transcript review) at some point your preferences will be collected.
- It may be identified that you require 0-1 business courses
- Everyone needing 1 business course is required to complete Financial accounting
- The Business courses are 8 weeks in duration, they do NOT increase your semester fees

APPENDIX B

MIS 531, Incoming Student Preparation

Students can benefit from reviewing material in the following areas. The learning curve can be somewhat steep without prior experience. If time is limited, begin with SQL.

SQL

Tutorial that goes over standard query types (including covering some advanced concepts). You can access that tutorial from: https://goo.gl/4Phbgu

[Note: you must sign-in to google with your University of Arizona Catmail account. If you are signed into a personal gmail account, you will get an error].

The script accompanying this tutorial (which you'll need to download) is at: https://goo.gl/bE2nu3 [also requires signing in to your UofA Catmail account]

If you have no SQL experience, be sure to read the comments after each query. You can also review an online SQL tutorial, e.g. the one by W3Schools to cover the following basic concepts:

- Query basics, i.e., the SELECT and FROM clausesoRemoving duplicates with DISTINCT
- Row filtering: the WHERE clause (including compound clauses with AND / OR)
- Sortingresults: ORDER BY
- Joining tables (start with: Inner joins)
- Aggregation functions: COUNT(), SUM(), AVG(), MIN(), MAX(), MEDIAN(), STDDEV()
- Repeating select and aggregation on groups using GROUP BY oFiltering groups using HAVING
- Subqueries in WHERE & HAVING
- Understanding NULL values

PL/SQL

Visit https://libguides.library.arizona.edu/type/ebooks
Sign-in to the O'Reilly Learning Platform. Thereafter, access the resource: Oracle PL/SQL Programming Fundamentals Live Lessons: https://learning.oreilly.com/videos/oracle-pl-sql-programming/9780134213033/
Complete Lessons 1 -7. You can skipsections1.3 and 1.5
Note: Instead of SQL Developer you can use https://livesql.oracle.com to run your code.

Optional: For those without a programming background, I encourage you to do additional practice, e.g., https://blogs.oracle.com/connect/category/omz-pl-sql-101

Front-End for Oracle

Students have a choice of working with their preferred front-end development language (with the Oracle back-end on our department server). Most students choose one of the following options: Java/JDBC, ASP.NET, PHP.

A link is provided for tutorial resources on each platform.

- ASP.NET:https://www.oracle.com/database/technologies/appdev/dotnet.html
- Java servlets / JSP: https://docs.oracle.com/en/database/oracle/oracle-database/19/tdpjd/
- PHP: https://www.orafaq.com/wiki/PHP_FAQ

Note: You will get access to the department Oracle server once the class starts. If you want to work on Oracle before that, you can use the Oracle Express Edition (database server) https://www.oracle.com/database/technologies/xe-downloads.html

And Oracle SQL Developer (client to connect to the server) https://www.oracle.com/tools/downloads/sqldev-downloads.html

W3Schools_Beginner_Tasklist

start at: http://www.w3schools.com/sql/sql_intro.asp

Complete the sections listed below. Note: some of the other sections do not use Oracle syntax, so I have left them out to avoid confusion. Other sections can be skipped for simplicity.

SQL Basic	SQL Advanced	SQL Functions
=======	===========	===========
SQL SELECT	SQL LIKE	SQL AVG()
SQL SELECT DISTIN	SQL IN	SQL COUNT()
SQL WHERE	SQL	SQL MIN()
SQL AND & OR	BETWEEN	SQL MAX()
SQL ORDER BY	SQL JOINS	SQL SUM()
SQL NULL values	SQL UNION	SQL GROUP BY
		SQL HAVING

Thereafter they can progress to the PL-SQL tutorial. .
And after that to working with a web front-end to Oracle (e.g., via PHP or Java or ASP.NET)

APPENDIX C

Student recommended links

Contains tutorials for HTML, XML, Java, JavaScript, ASP.NET, SQL and many more
Link: http://www.academictutorials.com/

SQL
- http://www.w3schools.com/sql/default.asp
- http://www.sqlcourse.com/index.html

PLSQL
- http://plsql-tutorial.com/

JavaScript
For those who don't know Java at all (JavaScript, Python, Ruby)
- https://www.learnstreet.com/lessons/languages/

Good to get started, if you have some programming experience
- http://www.w3schools.com/js/default.asp

JAVA
Book: Head First Java; Bert Bates, Kathy Sierra
Good to start learning Java (Recommended)

Book: SCIP Study Guide; Bert Bates, Kathy Sierra
Concentrated on certification, but a good book for those of you who know something on Java

Book: JAVA2: The Complete Reference; Herbert Schildt
Exhaustive, for this of you who want to get deep into Java

Link: http://www.javaworld.com/article/2076075/core-java/learn-java-from-the-groundup.html

APIs
Learn to use APIs
http://www.codecademy.com/tracks/apis

ASP.NET
Good start to learn ASP.NET
Book: Sams Teach Yourself ASP.NET in 21 days; Chris Payne

Drupal
Link: http://drupal.org/documentation

APPENDIX D

Important Links

- Department of MIS
  - https://eller.arizona.edu/departments-research/schools-departments/mis
- UAccess
  - https://uaccess.arizona.edu/
- D2L
  - https://d2l.arizona.edu/d2l/loginh/
- UA Information Technology
  - https://it.arizona.edu/
- Graduate College (policies, contacts, resources, deadlines, and other useful information)
  - https://grad.arizona.edu/
- Resources for New and Currently Students (resources for parents, professional development, health & wellness, funding, etc.)
  - https://grad.arizona.edu/new-and-current-students
- Grad Center
  - https://gradcenter.arizona.edu/
- General Course Catalog
  - https://catalog.arizona.edu/
- University of Arizona's Code of Academic Integrity
  - http://deanofstudents.arizona.edu/codeofacademicintegrity
- Policies on Conducting Research
  - http://www.orcr.arizona.edu/
- Office of Diversity and Inclusion
  - https://grad.arizona.edu/diversityprograms/
- Campus Health
  - https://health.arizona.edu/
- Disability Resource Center
  - https://drc.arizona.edu/
- Counseling & Psych Services
  - https://health.arizona.edu/counseling-psych-services
- SOS – Support Outreach and Success (Any Question – Just Ask)
  - https://sos.arizona.edu/
- Scholarship Universe
  - https://financialaid.arizona.edu/scholarshipuniverse