Records Management (GBU 440)  
Fall 2017

Course Title: Records Management  
Number/Section: GBU 440-500  
Instructor: Dr. Ashley Hall  
Department: Business Communication and Legal Studies  
Office: McGee Business Building, 229J  
Phone: (936) 468-2968 (Answered during on campus office hours. If you can’t reach me, please send an email.)  
Email:  
Use hallaa@sfasu.edu only if D2L is unavailable

Office Hours:  
Monday 7 – 8 a.m. (online); 8:30 – 10:45 a.m. (office)  
Tuesday 10 a.m. – 12 p.m. (office)  
Wednesday 7 – 8 a.m. (online); 8:30 – 10:45 a.m. (office)  
Thursday 12:30 – 2 p.m. (online)

Other times by appointment – Email me at least 24 hours in advance to schedule an appointment. Virtual appointments are available upon request.

Class Time and Place: This is a fully online course. D2L is the course management system. Technical support in the use of D2L is available at 936-468-1919.

Catalog Description:  
GBU 440 – Records management is an in-depth study of records management programs for organizations. Hands-on application is included with an appropriate database management software program. Prerequisite: CSC 121 or equivalent.

Required Texts and Materials:  
Records Management 10th Edition  
Authors: Judith Read & Mary Lea Ginn  
ISBN: 9781305119161
Technology Requirements:
- Reliable access to the Internet
- Access 2016 and Word 2016
  - You have access to Office 365 (which includes Access 2016 and Word 2016) through mySFA. For additional information, please visit http://www.sfasu.edu/mysfa/o365/student/productivity-apps/
  - **Note to Apple/Mac Users:** Microsoft Access does **NOT** work on a Mac, so you will need to use a Windows computer to complete the Access assignments. Computer labs are available on campus in the Steen library and the McGee Business building.
- A printer will be needed for some assignments.

Course Procedures:
You will need reliable Internet access to complete this online course. Visit D2L, SFA’s course management system, at d2l.sfasu.edu regularly to keep up with assignments, contact the instructor, and receive information for your success in the course. All electronic communication from the instructor will be through D2L, and it is the student’s responsibility to check D2L regularly for instructions and emails.

**Important:** D2L email is internal, meaning that messages cannot be sent or received from outside D2L. Do NOT try to email someone by typing in their @sfasu.edu or @jacks.sfasu.edu email address in D2L. It will not work and you may or may not receive an error message/send failure notice. Use the D2L address book to email your instructor/classmates within D2L.

All written documents that are submitted must be in Microsoft Word. Assignments submitted in Pages, Microsoft Works, WordPerfect, graphics, or zipped files will not be accepted and your score on those assignments will be zero.

Program Learning Outcomes:
Program learning outcomes define the knowledge, skills, and abilities students are expected to demonstrate upon completion of an academic program. These learning outcomes are regularly assessed to determine student learning and to evaluate overall program effectiveness. You may access the program learning outcomes for your major and particular courses at http://www.sfasu.edu/cob/ug-plo.asp.

Student Learning Outcomes:
Upon completion of this course, the student should be able to:

1. Describe the value of effective records management in decision making and in improving organizational efficiency.

2. List the reasons for maintaining adequate records for litigation and for compliance with legislative and regulatory requirements.

3. Use filing rules used in records management.
4. Determine the role that records play as a historical reference.

5. Analyze the forms of media used for records.

6. Demonstrate the primary functions of a database and use the appropriate terminology.

7. Demonstrate the Microsoft Access 2016 database program in creating, editing, retrieving, querying, and updating records information.

8. Demonstrate the changing dynamic of technology as related to records management and electronic databases.

9. Apply class concepts in practical applications relating to business records.

Course Methodologies:
Any of the following methods may be used in the course: PowerPoint presentations, discussions, quizzes, hands-on work with Microsoft Access on computers, individual/team projects, lectures, etc.

You MUST have convenient access to Microsoft Office Access 2016. You can download it through your mySFA account or be willing to use the software in the McGee Computer Lab on the third floor of the McGee Business Building when that lab is available for student use. Some stations in the Steen Library computer lab also have Microsoft Access. Again, you cannot run Access on an Apple/Mac computer as there is no comparable program.

Course Calendar:
The tentative schedule appears at the end of this syllabus. Students will be notified of any scheduling changes via D2L email and course announcements. Unless otherwise noted, assignments are due at 9 a.m. every Wednesday. This gives you time to ask questions during the week and contact tech support if you encounter any issues submitting work. Given the availability of several sections of material at a time, late assignments will not be accepted without a documented excuse. It is YOUR RESPONSIBILITY to plan ahead and meet the posted deadlines.

Grading Policy:
There are multiple opportunities to earn points in the course. Grades can be accessed through D2L. You should check your posted grades often and email any questions. To compute your current grade at any point in the semester, add up all the points you have earned and divide by the total points possible at that time in the semester.

You must check your grades prior to final exam week and email your instructor with any questions. Unless you email prior to this time, you indicate that you are in agreement with the grades posted. This means you need to check for ERRORS (for example, a missing grade for an assignment that you think you completed on time). This does NOT mean asking for assignments to be accepted late or for extra credit opportunities to make up for missed deadlines.
Tentative Point Distribution

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>Percentage of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm</td>
<td>150</td>
<td>15%</td>
</tr>
<tr>
<td>Access Exam</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>150</td>
<td>15%</td>
</tr>
<tr>
<td>Computer Project</td>
<td>130</td>
<td>13%</td>
</tr>
<tr>
<td>Company Report</td>
<td>120</td>
<td>12%</td>
</tr>
<tr>
<td>Access Homework Assignments</td>
<td>160</td>
<td>16%</td>
</tr>
<tr>
<td>(4 @ 40 points each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quizzes and Other Assignments</td>
<td>190</td>
<td>19%</td>
</tr>
<tr>
<td><strong>Total estimated points</strong></td>
<td><strong>1,000</strong></td>
<td></td>
</tr>
</tbody>
</table>

Grading Scale (based on the estimated 1,000 possible points in the class):

- A 895 – 1,000
- B 795 – 894
- C 695 – 794
- D 595 – 694
- F 594 or below

Quizzes and Exams:
All quizzes and exams in this class will be administered online through D2L. All material covered in the assigned readings may be the subject of questions on the quizzes and exams. Each quiz and exam closes at the time noted in the syllabus. Quizzes or exams not completed by the deadline will receive zero (0) points. Missed quizzes or exams will only be excused and allowed to be made up for university-excused absences or for extreme emergencies that justify missing the quiz or exam. What constitutes an extreme emergency is within the discretion of the instructor. Note that I am not very lenient with this policy due to the fact that the quiz/exam windows are quite long. Thus, if you have any expectation that you have some medical or other issue that might conflict with a quiz or exam, make sure you take the quiz or exam early in the time window and do not wait until the last minute.

Final Exam:
The final exam covers chapters 8 – 14. The exam will be available in D2L from Saturday, December 9, 2017, until 11:59 p.m. on Monday, December 11, 2017.

Projects:
Two projects for this course reinforce the theory and include an opportunity for practical applications. You may choose whether to complete the projects individually or in a group. If you choose to work in a group, every member must be involved in the project.

The first project is the Company Report. In this project, students have the opportunity to see records management in action by visiting a company and conducting an interview with a person who is in charge of records at a company location. If you choose to work in a group, all group members must meet and interview the company official. After the company official is interviewed, an analytical report about the company is written.
Additional information about the project will be provided on D2L.

The second project is the **Computer Project**. The project involves designing and creating an Access database that has a practical business application. Criteria will be available on D2L. For a team to complete this project, arrangements should be made so that they can work together on the project. This project does not work well as a “divide and conquer” activity. It works better with students interacting and assisting each other throughout the project. You can use a virtual team approach and use team discussion boards and chats to work together both synchronously (at the same time) and asynchronously (at different times). Additional information about the project will be provided on D2L.

Projects can also be done individually if schedules do not permit working together on a project.

**Online Attendance:**
This is an online course. There are, however, specific deadlines. Students are expected to log in to the course on a regular basis and be a contributing member to the class. Feel free to work ahead so that you are not scrambling to submit work at the last minute. Assignments are typically available for multiple weeks. It is your responsibility to look at the assignment and ask questions prior to the day the work is due. If you wait to ask questions, you may or may not receive a response in time to submit the assignment by the deadline.

**Academic Integrity:**
All work submitted in this course must be completed by **you, this semester, for this section** of the course. You cannot “recycle” any work from other courses you have taken (here or elsewhere) or any previous time you may have attempted this course. If it is discovered that you have turned in any part of an individual or team assignment from a previous semester/course, you will receive a zero (0) for the assignment. Assignments will be subject to TurnItIn verification when submitted to the D2L dropbox.

Unless designated a group assignment, all work is to be individual work and collaboration with other students or individuals is not allowed. **Collaborating with others on the quizzes or exams is considered cheating and a violation of SFA’s academic dishonesty policy, which will result in appropriate consequences.**

**Student Academic Dishonesty (University Policy 4.1)**
Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

**Definition of Academic Dishonesty**
Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to (1) using or attempting to use unauthorized materials on any assignment or exam; (2) falsifying or inventing of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were
one’s own. Examples of plagiarism include, but are not limited to (1) submitting an assignment as if it were one’s own work when it is at least partly the work of another person; (2) submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or (3) incorporating the words or ideas of an author into one’s paper without giving the author credit. Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university. Please read the complete policy at http://www.sfasu.edu/policies/4.1-student-academic-dishonesty.pdf

Withheld Grades – Course Grades (University Policy 5.5)
At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy related to active military service. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average. Please refer to the complete policy at http://www.sfasu.edu/policies/5.5_course-grades.pdf

Students with Disabilities
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Room 325 in the Human Services Building, 468-3004/468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Student Conduct (University Policy 10.4)
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the full Student Conduct Code at http://www.sfasu.edu/policies/student-code-of-conduct-10.4.pdf). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic, or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

Other Policies/Procedures

Communication: The primary contact method will be by email through D2L. You should check your email for this class regularly (at least once per day during the week). I make
every attempt to respond to students in a reasonable amount of time. Just as I tell you
that you should check your email at least once a day, I will do likewise. My policy is to
answer emails within 48 hours. You can usually expect to receive a response within 24
hours; however, please remember that I am not on call 24 hours a day. If you wait until
shortly before assignments are due to address questions to me on the assignment, you
may or may not get an answer before the deadline arrives.

Teams: Teams may be utilized for various activities. Team member evaluations may be
used to calculate individual grades for team participation and completion of
assignments. A student who does not complete his or her part of the work in a team will
receive the grade earned by his or her level of participation.

Professional Courtesy: This class will be conducted in a professional manner. This means
1) submit work on time - no excuses, 2) avoid profanity and/or offensive language in your
communication, and 3) participate fully and courteously with your team members. In
regards to courtesy to others in the class and on your team, do not send harassing emails,
texts, or messages using offensive language. Such communication may result in a
reduction of the sender’s grade.

Submission Policy: All assignments and projects are to be turned in on time by the due
date and must be submitted in the file format designated in the assignment (i.e. Word
document, pdf file, Access file, etc.) Assignments are to be submitted by uploading
prior to the ending time indicated on the assignment. Given the structure of this course
and the availability to work ahead, late work will not be accepted without a
documented excuse. Plan ahead!

DO NOT make the mistake of submitting a file with the file extension .Ink or a file with the
document name beginning with a $ replacing the first letter of the file name. LOOK at
the file name you have uploaded. If it has either of these problems you need to delete
the file you have uploaded and upload again. The .Ink usually occurs when you have
placed a link to a file on your desktop and uploaded from there. The $ in front of the file
name usually means you have the file open and instead of choosing the file, you have
chosen the temporary file. In either case, the file will not open when submitted meaning
I will have nothing to grade, and you will receive a zero.

All writing assignments will be graded on both content and mechanics. Your work is a
representation of you, and soon to be of the company for which you will be working.
You need to avoid spelling, punctuation, and grammar errors in your writing in order to
project a professional skill level. Therefore, these aspects will be included along with the
content when determining your grade on each assignment.

Make-up Policy: If you are on school business, arrangements should be made before
the missed class. You must contact the instructor within one calendar day of the
absence in order to make up the assignment.

A grade of “0” will be assigned for missed work, except in the following situations:
  - Serious illness verified by a doctor’s note.
- Personal or family emergency, documented appropriately.
- Official school business, with documentation from the appropriate campus representative.

Any excused exams must be scheduled for make up within two (2) days of the missed exam or the emergency has resolved itself, or students missing the exam will receive a point value of zero (0) for the missed exam. It is entirely the student’s responsibility to make arrangements with me to take the missed exam. If you have a conflict with another university event or a university excused absence, you must contact me well in advance of the examination. In case of an extreme emergency that prevents you from taking an exam, contact me before the scheduled examination if at all possible. If it is not possible to contact me before the exam, contact me as soon as possible after the emergency is resolved. Failure to do so may result in an examination grade of zero.

Cheating and Plagiarism: An assignment where plagiarism exists will receive a zero. See the SFA website for the university policy on cheating and plagiarism. All incidents will be reported to the Dean of the College of Business.

Technology Requirements: As you have elected to enroll in an online course, it is your responsibility to acquire a consistent, stable, dependable computer and internet connection with which to complete the assignments for the course by the deadlines indicated on the Course Schedule. It is not the responsibility of the instructor to provide additional time for assignments or exams or an alternative means of completing the course due to technological issues on your part. Plan ahead!
### Tentative Course Outline

* This is a tentative schedule that is subject to change at the discretion of the instructor.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Reading</th>
<th>Assignment</th>
<th>Deadline (9 a.m.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/28 – 8/30</td>
<td>• Chapter 1</td>
<td>• Syllabus quiz</td>
<td>• 8/30</td>
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<tr>
<td></td>
<td></td>
<td>• Introduction – small group discussion board*</td>
<td>• 8/30</td>
</tr>
<tr>
<td>8/31 – 9/6</td>
<td>• Chapter 2</td>
<td>• Discussion board post*</td>
<td>• 9/6</td>
</tr>
<tr>
<td></td>
<td>• Access Lessons on D2L</td>
<td>• Access homework 1</td>
<td>• 9/6</td>
</tr>
<tr>
<td>9/7 – 9/13</td>
<td>• Chapter 3</td>
<td>• Quiz: rules 1-4</td>
<td>• 9/13</td>
</tr>
<tr>
<td></td>
<td>• Access Lessons on D2L</td>
<td>• Company selection discussion board post</td>
<td>• 9/13</td>
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<tr>
<td></td>
<td></td>
<td>• Access homework 2</td>
<td>• 9/13</td>
</tr>
<tr>
<td>9/14 – 9/20</td>
<td>• Chapter 4</td>
<td>• Quiz: rules 5-8</td>
<td>• 9/20</td>
</tr>
<tr>
<td></td>
<td>• Access Lessons on D2L</td>
<td>• Access homework 3</td>
<td>• 9/20</td>
</tr>
<tr>
<td>9/21 – 9/27</td>
<td>• Chapter 5</td>
<td>• Quiz: chapters 1-5</td>
<td>• 9/27</td>
</tr>
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<td></td>
<td>• Access Lessons on D2L</td>
<td>• Access homework 4</td>
<td>• 9/27</td>
</tr>
<tr>
<td>9/28 – 10/4</td>
<td>• Chapter 6</td>
<td>• Discussion board post*</td>
<td>• 10/4</td>
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<td></td>
<td></td>
<td>• Company Report</td>
<td>• 10/4</td>
</tr>
<tr>
<td>10/5 – 10/11</td>
<td>• Chapter 7</td>
<td>• Midterm exam (Chapters 1 – 7)</td>
<td>• 10/11</td>
</tr>
<tr>
<td>10/12 – 10/18</td>
<td>• Chapter 8</td>
<td>• Discussion board post*</td>
<td>• 10/18</td>
</tr>
<tr>
<td>10/19 – 10/25</td>
<td>• Chapter 9</td>
<td>• Access exam</td>
<td>• 10/25</td>
</tr>
<tr>
<td>10/26 – 11/1</td>
<td>• Chapter 10</td>
<td>• Computer Project Planning Guide</td>
<td>• 11/1</td>
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<tr>
<td>11/2 – 11/8</td>
<td>• Chapter 11</td>
<td>• Quiz Ch. 8 – 11</td>
<td>• 11/8</td>
</tr>
<tr>
<td>11/9 – 11/15</td>
<td>• Chapter 12</td>
<td>• Computer Project</td>
<td>• 11/15</td>
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<tr>
<td>11/16 – 11/29</td>
<td>• Chapter 13</td>
<td>• Discussion board post*</td>
<td>• 11/29</td>
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<tr>
<td>11/30 – 12/6</td>
<td>• Chapter 14</td>
<td>• Prepare for final exam</td>
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<tr>
<td>Finals Week</td>
<td>Final Exam (Chapters 8 – 14) – Available 12/9 until 11:59 p.m. 12/11</td>
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</tbody>
</table>

* Initial discussion board post due by 9 a.m. **Tuesday.** Two replies due by 9 a.m. **Wednesday.**