Brief Introduction:

Welcome to COMP 281 – Database Management Systems – section R1WW. I am Laurie Crawford, your instructor for this section. I truly love working with databases and have professionally for many years. I have a BS degree from The Ohio State University in Computer Engineering, an MS degree from The University of Illinois at Urbana-Champaign in Computer Science, and an MBA from Ashland University. I have been in IT for the last 33 years and I still wake up every day eager to create, improve, and learn more about this industry. I have 2 daughters, ages 14 and 19 and a wonderful husband of 33 years.

As many of you are aware, in an online environment, it is sometimes easy to get lost in cyberspace. Online learning requires one to be self-motivated and an independent learner for the most part. I know that can be difficult. It's easy to say I'll get that done … tomorrow … and then suddenly the assignment is due the next day. Please try not to do that. The assignments in COMP 281 can take some time (especially those that involve SQL programming and Cold Fusion). Try to plan ahead and start the assignments early in the week. If you have questions, ask as soon as you have them so you can be sure to get answers before the assignment is due. Also, please remember this is not a "self-paced" course. You do have deadlines and you will be penalized for missing them. Just keep up and if there are problems, let me know as soon as they occur! Most of all, I do want you to have fun and to learn something new from the class!

My Contact Information:

I reside in Ohio, which is in the Eastern Time Zone (EST). Please feel free to contact me anytime during the day. I ask that you have fully read the assignments and homework prior to contacting me. There are multiple ways to contact me but the quickest and preferred method is via email.

- **Email:** Laurie.Crawford@franklin.edu (preferred)
- **Cell/Work Phone:** 740-816-5071 [prior to 9 PM EST please]
- **Office Hours (via chat):** by appointment

Because I typically teach multiple courses simultaneously, I deal with a lot of students at the same time. In addition, I am often involved in time-consuming research projects. The university policy is that I have 48 business hours to reply back to your emails. I will try my best to get back to you ASAP but if you email me on a Friday evening, I may not answer you before Monday.

General rules for this course:

- **Learning environment:**
  - This is an online course which implies that you will be doing the bulk of the learning on your own. Doing the readings and preparations before attempting the homework assignments is the only way to proceed in this course. I have posted Power Point slides on my Franklin webpage (click [HERE](#)) but please note that these are only summaries and **DO NOT REPLACE THE BOOK**. You will find them useful **ONLY AFTER READING THE BOOK**.
  - Your Meet session each week (except weeks 8 [midterm exam week], 11 and 15 [final exam week]) will consist of a live session using the Meet tool for office hours where questions will be answered and sample problems will be worked. I will be available to guide and help you when/if you need me to during this time. I will hold these weekly office hours on **Tuesday nights**, from 7:30 – 8:30 PM EST via the Meet tool. Again, these sessions will be largely Q&A (Question and Answer) driven so please make sure to do the readings, preparations, etc. ahead of time and have your questions ready during the
scheduled office-hour sessions. You may also feel free to email me any time during the week with your questions.

- If you cannot attend a Meet session, then you are expected to write up a ½ to 1-page prose on it by the end of the week (Sunday by 11:59 PM EST) in which it was held. If no session is held, then you will need to listen to the pre-recorded Meet session available at the link below and do a ½ to 1-page prose on it. **This prose cannot be turned in late past this due date, so keep this in mind when missing a session.**

- **Note:** because some students log in to the Meet sessions and do not participate/listen actively in/to them (there is no way to monitor this), presence at these sessions does **NOT** count towards weekly attendance. You **MUST** turn in an assignment during the week in order for you to be counted as being present for the week. **If you cannot attend a session, it will be recorded and you must write a ½ to 1-page prose or summary on the session (you may also listen to the pre-recorded session instead [always available] or do an outline of the textbook chapter(s) assigned for the week instead). This summary MUST be submitted by the end of that same week in order to receive credit for the session.**

There are pre-recorded sessions available HERE for you to listen to on each chapter.

- One of my teaching goals is to create an environment conducive to learning.
  - To this end, there is a container called “Introductions” and a Discuss topic for you all to use to get to know one another a little better. I would like each of you to post something there by replying to this topic (see container for details) and also to sign up for a team. Please take the time to read the responses of your classmates and reply if appropriate.
  - I also believe that peer-to-peer (i.e., student-to-student) engagement promotes better learning. So, there is another container called “General Questions?”. My hope is for this thread (use the Discuss tool in this container) to be used as a general open student forum to post and request help and assistance from each other (and from me). I will check your posts as frequently as I can.

- **Attendance:**
  - Franklin University has a very strict attendance policy: “A student is responsible for logging into the course before the start of the course. A student who has not participated for more than TWO weeks, at any time during the course will receive a failing grade for the class.” In this case, “the failing grade issued will be a Z.”
  - A student must submit a completed assignment during the week it is due in order to be considered present for the week (excluding any introduction discuss assignments).
  - If a student does not turn in any assignments for a particular week, then that student is marked as being absent, even if s/he turns in an assignment late during the following week (i.e., the professor will not go back into the system and change the absence to a present based on an assignment being turned in late in the week following the week s/he was marked absent). That student will not, however, be marked absent for the week s/he does turn in an assignment late. Any assignment turned in must be substantial as well (this is left up to the interpretation of the instructor).
  - If a student turns in an assignment early during the week it is due, then that student will be marked as being present for the week. But, if a student turns in an assignment early prior to the week in which it is due, that student will not automatically be marked as being present for the week in which the assignment is due (only for the week in which the assignment is submitted).
  - If you send your instructor an email saying you are not going to be able to turn in any assignments for a particular week, this does not automatically count you as being present for that week. You must turn in at least one assignment (that is **NOT** a meet session assignment) for that week in order to be counted as being present for that week.

- **Assignments:**
Assignments details are available **HERE** and at each learning object within the course. You will need to go to one of these places to get the instructor assignment details mentioned in the assignment descriptions at the website.

Assignments are due by 11:59PM EST on the scheduled date. All assignments can be up to a week late with an automatic 25% penalty. Assignments that are more than a week late will be counted as a zero, no exceptions. Please note that this is not my rule, but the Department’s rule. I have very little flexibility here. Please plan accordingly.

It is your responsibility to check your grades on a regular basis to ensure that I received your assignments. If you are in doubt, please contact me.

Most assignments are due on Sundays by 11:59 PM EST. Therefore I usually grade them early during the week. If you do not turn in your assignment until after that, do not expect a grade until the following week.

I do expect that all papers be written in APA format and be properly cited. You should also be aware that I take plagiarism very seriously. After the first occurrence of academic dishonesty you will be put on probation. The second occurrence will result in dismissal from the university. Please be careful to cite everything that is not your own work.

Assignments must be submitted in **MS Word** via the course **Submit** tool (unless stated otherwise). **OTHERWISE, I WILL NOT GRADE YOUR ASSIGNMENT.** The **Submit** tool will be accessible from the **assignment container** for the duration of the course. By clicking this button, you can upload a single file or zip file to the drop box. Once you select your assignment and upload the file, I will be able to download and grade your assignments. You must be logged into your course via the **MyFranklin** portal in order to submit your assignments or to take the weekly Quick Check assessments. **NOTE: DO NOT SUBMIT AN ASSIGNMENT AS FINAL UNLESS IT IS READY TO BE GRADED!** Although not common, there are times when I may go into the drop box and pick up assignments early for grading, so don’t submit an assignment unless you are ready to have it graded as a final submission.

Assignments in the last week are expected to be turned in on the last night of that week. I will not accept late assignments after the completion of the course.

Both the midterm and final exam will be proctored. Please see the “**Locate an Exam Proctor**” Assignment in week 2 for details. No solutions will be given out for either the midterm or final exam in this course.

**Miscellaneous Items:**

- Please refer to the “**SOFTWARE NEEDED**” learning object at the course website under the “Course Communications” tab for the software that is needed for this class.

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Following are my expectations from you during our time together in COMP281:

- I expect you to read the assigned chapters each week and to digest the material by listening to the pre-recorded sessions and by either attending or listening to the live sessions
- I expect all homework and lab assignments to be followed as the instructions state (if you have questions or don’t understand something, just ask)
- Details matter!!!! (complete the assignments per the instructions and you will be fine)
- Feel free to ask me specific questions about any of the labs or assignments in the course – I am here to help you learn about database management systems
- Reminder: Sharing of assignments, SQL code, Cold Fusion scripts, etc. in this course will NOT be tolerated (please do not cheat)