Brief Introduction:

Welcome to COMP 281 – Database Management Systems. 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 about 40 years and I still wake up every day eager to create, improve, and learn more about this industry. I have 2 daughters, ages 20 and 25 and a wonderful husband of 39 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). 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 Florida, 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 Zoom or phone):** 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.
- The Office Hour sessions each week (except weeks 6 [midterm exam week] and week 12 [final exam week]) will consist of two office hours sessions using **Zoom**. These sessions will be conducted in Zoom using a waiting room style format and will NOT be recorded. This is **office hours only** where questions will be answered one-on-one. 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 **Thursday nights from 7 to 8 PM ET** and **Saturday nights from 7 to 8 PM ET**,****
Please make sure to do the readings, preparations, etc. ahead of time and have your questions ready during the one-on-one office hour sessions. You may also feel free to email me any time during the week with your questions. These sessions are optional and you are not required to attend, unless you have questions of course. The preferred format is for you to email me but office hours are also available in case you prefer this format. I also have posted mini videos that help to explain the homework assignments each week. Please be sure to watch these prior to going to office hours as many times your answers will be there.

- **You MUST turn in an assignment during the week in order for you to be counted as being present for the week. This does not include attending the office hours or the weekly surveys.**

- There are pre-recorded sessions available [HERE](#) for you to listen to on each chapter (see last column).

- One of my teaching goals is to create an environment conducive to learning. To this end, there is a discussion called “**INTRODUCE YOURSELF (optional)**” for you to introduce yourself to others in the class and “**Module X Office Hours**” areas (where X is for the week 1, 2, 3, 4, 5, 7, 8, 9, 10, 11).

- I also believe that peer-to-peer (i.e., student-to-student) engagement promotes better learning. So, there is another container called “**General Course Questions**”. My hope is for this thread 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 and surveys).

- 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 Zoom session assignment or survey) 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 download and un-compress the 281files.zip file found at the course to access the assignment details mentioned in the assignment descriptions at the website.
- Assignments are due by 11:59PM EST on the scheduled date. Any assignment that’s up to one day late receives a 10% penalty, up to two days late is a 20% penalty and up to three days late is a 30% penalty. After that the assignment cannot be turned in for any points. Please note that this is not my rule, but the University’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.
- Although not common, there are times when I may grade assignments early, 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 “Find a Test Proctor” page in module 2 for details. No solutions will be given out for either the midterm or final exam in this course.

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.
- 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. Come to my weekly office hours on either Thursday or Saturday nights from 7-8 PM ET to get one-on-one help.
- Reminder: Sharing of assignments, SQL code, etc. in this course will NOT be tolerated.