



To access COVID-19 information, please visit the [Stay Healthy Lions Webpage](#).

BAAS 497 Data Visualization 01W
COURSE SYLLABUS: Spring 2024

INSTRUCTOR INFORMATION

Instructor: Tina Lancaster
Office Location: Online
Office Hours: Monday-Saturday, 10 a.m.– 8 p.m.
Office Phone: 903-669-6221 (Text preferred)
University Email Address: Tina.Lancaster@tamuc.edu
Preferred Form of Communication: **Email**.
Communication Response Time: Emails, 2-4 hours; grades will be posted in D2L on Mondays following their due dates on Saturday at 10:59 P.M.

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required

No texts are required in this course; videos and readings are provided within D2L, and the software is free to students. You will need to download Tableau and request your student access code. Details are found in D2L. You will need MS Excel and PowerPoint, as well.

Course Description

Introduction to the elements of data visualization. Learn to work with different types of data sources and recognize and utilize the software to provide many levels and types of information. Visualizations include worksheets, charts and graphs, maps, dashboards, and stories. No software or textbook purchase is required.

Student Learning Outcomes

1. Identify the parts of the user interface
2. Distinguish between different types of data, connections, fields, records, and sets
3. Develop and interpret a wide range of charts and graphs in Tableau

The syllabus/schedule are subject to change.

4. Enhance and customize visualizations as needed for a specific context
5. Construct dashboards
6. Create a Story that solves a problem and provide an oral presentation.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

COURSE REQUIREMENTS

Minimal Technical Skills Needed: Students will need reliable computer and internet access for this course. Students must be able to effectively use myLeo email, myLeo Online D2L, and Microsoft Office.

Instructional Methods: This course is an online course. To be successful in this course, all content and course modules should be read and reviewed. All assignments and quizzes (both graded and not graded) must be completed. Do not hesitate to contact the instructor by email for any assistance.

Student Responsibilities or Tips for Success in the Course: To succeed, all content and course modules should be read and reviewed. All assignments and quizzes (both graded and not graded) should be completed. Do not hesitate to contact the instructor by email for any assistance.

Instructional Methods

Assessments

All learning outcomes will be assessed with each database assignment.

Item	Worth
Homework assignments	50%
Module Quizzes	10%
Discussion Posts	10%
Final Project	30%
Total	100%

GRADING

Final grades in this course will be based on the following scale:

The syllabus/schedule are subject to change.

A = 90%-100%
B = 80%-89%
C = 70%-79%
D = 60%-69%
F = 59% or Below

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are the technical requirements

Learning Management System (LMS) Requirements:
View the [Learning Management System Requirements Webpage](#).

LMS Browser Support:
Learn more on the [LMS Browser Support Webpage](#).

YouSeeU Virtual Classroom Requirements:
Visit the [Virtual Classroom Requirements Webpage](#).

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

The syllabus/schedule are subject to change.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found on the [Brightspace Support Webpage](#).

Interaction with Instructor Statement

This is an online course; therefore, expect most communication to be online as well. Correspondence will always be through university email (your “myLeo” mail) and announcements in myLeo online (D2L). The instructor will make every effort to respond to emails within 24 hours provided the correspondence follows the requirements listed below. Students are encouraged to check university email daily. I strongly prefer the **Q & A Forum** so that I can share answers with the entire class; however, if you have something of a personal nature to discuss, by all means, email me.

All emails from students should include:

- **Course name and subject in the subject line**
- **Salutation**
- **Proper email etiquette (no “text” emails – use proper grammar and punctuation)**
- **Student name and CWID after the body of the email**

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail online in the [Student Guidebook](#).

Students should also consult the [Rules of Netiquette Webpage](#) for more information regarding how to interact with students in an online forum.

TAMUC Attendance

For more information about the attendance policy, please view the [Attendance Webpage](#) and the [Class Attendance Policy](#)

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

[Undergraduate Student Academic Dishonesty Form](#)

[Graduate Student Academic Dishonesty Form](#)

The syllabus/schedule are subject to change.

CID Policy on Academic Integrity

Academic dishonesty includes cheating, complicity in cheating, multiple submissions (or substantial portions) of the same work for credit without authorization, submitting another's work, plagiarism, submitting algorithmically (AI) plagiarized work, and other acts that may reasonably be called academic dishonesty.

- Students who commit academic dishonesty will receive a grade of 0 for the assignment in the course and be issued a Written Warning that is reported to the CID Assistant Dean's office and listed in a database.
- If the student does NOT have a previous Written Warning for academic dishonesty reported in CID courses and has additional attempts available for the assignment, the student may resubmit the assignment (this applies to CBE courses only).
- If the student has a Written Warning of academic dishonesty reported in CID courses, the student may NOT resubmit the assignment, and the instructor will follow the procedure detailed in [Policy 13.99.99.R0.03](#) for Undergraduate Academic Dishonesty and report the incident to the Provost Office.

[Undergraduate Academic Dishonesty Policy](#)
[Undergraduate Student Academic Dishonesty Form](#)

Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information, or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

The syllabus/schedule are subject to change.

Activities	Assignments	Due Date
Read the syllabus Respond to the student introductions and academic honesty policy.	Upload your introduction links. Respond to the honesty policy, note changes there.	01/20/2024 01/20/2024
Module 1 Downloading Tableau	Download Tableau and enter access codes.	01/20/2024
Module 2 Understanding Data	Review Video Respond to the Discussion Prompt Complete the Quiz	01/27/2024 01/27/2024 01/27/2024
Module 3 Getting Started with Tableau	Download the Global Superstore Excel file Review Videos Complete the Quiz	02/03/2024 02/03/2024 02/03/2024 02/03/2024
Module 4 Data Types	Read White Paper, Good Enough to Great Watch the Video on data types, discrete and continuous. Complete the Quiz over White Paper and video Discussion Exercise	02/17/2024 02/17/2024 02/17/2024 02/17/2024 02/17/2024
Module 5 Charts	Watch the video Download the file SuperDrugsPrescriptions Prepare the homework and upload Complete the Quiz	02/24/2024 02/24/2024 02/24/2024 02/24/2024
Module 6 Data Analysis, Dashboards, and Intro to Maps	Download the file Flights.twbx Complete the exercise and upload Review the video Complete the second exercise and upload	03/09/2024 03/09/2024 03/09/2024 03/09/2024
Mid-term Quiz and Exercise	Prepare and submit as directed	03/23/2024
Module 7 Calculated Fields	Download and open the files Follow along and review the video	03/30/2024 03/30/2024

The syllabus/schedule are subject to change.

	Download and complete and upload Exercise.	03/30/2024
Module 8 Maps	Download the Restaurants file. Review and complete 2 new viz's. Respond to the discussion.	04/13/2024
Module 9 Social Media Viz	Download the Social Media file. Complete the viz	04/20/2024
Using AI	Follow the instructions in D2L	05/04/2024
Final Airbnb	Complete the exercise	05/10/2024

The syllabus/schedule are subject to change.