SYLLABUS
PART II
EDISON STATE COMMUNITY COLLEGE
CIS 109S online section 851FE 2026FE (FallEarly2026)
Introduction to AI 1 CREDIT HOUR

INSTRUCTOR: Schinaman
EMAIL: rschinaman@edisonohio.edu
Instructor is available by email daily

Section/Term:	CIS 109S 851FE
Class Meeting Time:	ONLINE
Location:	ONLINE
Required items:	Cengage Unlimited Computer with Microsoft Applications DOWNLOADED
Faculty:	Rebecca Schinaman
Credentials:	MBA, Wright State University, 1997 BS, Villanova University, 1994 Credentials earned: A+, CPA, PHR, many Google credentials
E-mail:	rschinaman@edisonohio.edu
Faculty Phone:	937.778.7933
Faculty Office Hours:	I have office hours weekly and will adjust to accommodate your schedule. You may schedule an appointment with me via the link in my email. Monday 7:30 am – 10:30 am (231), Tues/Wed/Thurs 5 – 6 pm online
Faculty Contact:	If you have questions or concerns, please contact me via email with your course and section number in the email (CIS 110S 801US) through your Edison State email. We can set up online or in person meetings to help you succeed. I do not like to leave students waiting. I am extremely responsive, so if you do not hear from me in 24 hours, please Reply All to your sent email to follow up. We do not use Blackboard messages in this course.

Course Description

An introduction to AI concepts and current top AI tools, with emphasis on applying AI thoughtfully, responsibly and ethically. Students will understand both the importance and power of AI, as well as its limitations and the importance of continuous learning in the ever-changing AI landscape. Academic integrity will be discussed and enforced as students learn current AI tools.

No Required Text –

I have worked hard to find free resources and trainings to help you learn without the cost of purchasing a textbook. If you need additional help, I can provide more resources and we can also meet virtually or in person.

Technical Requirements

You will need access to a computer that has high speed internet with an up-to-date browser. **Use the latest version for Google Chrome or another preferred browser for your work in this course.** A desktop PC or laptop with 11 works best for this course. Computers on Edison's main campus are equipped with the necessary software.

Computer Time
Approximately six hours per week of computer time outside of class is recommended for successful completion of course requirements.

This course is entirely online so you may work on your own as long as you meet the deadlines below. You may work ahead and complete the course early. Do not wait until the last minute.
Please don't hesitate to email me at any time for help with the course. That's what I am here for. I want to help you succeed.

WHEN ASSIGNMENTS ARE DUE:
08/24 Class Begins
Weekly Assignments are due each week on Sunday.
Discussion Boards have 2 due dates. Initial Posts/Videos are due on Friday, responses due Sunday.
10/18 All coursework is due (assignments and exam)
**All due by 11:59 pm

GRADING SCALE
A (90%-100%) [720-800 points]
B (80%-89%) [640 – less than 720 points]
C (70%-79%) [560 – less than 640 points]
D (60%-69%) [480 – less than 560 points]
F (below 60%) [479 points and below]

Grading

	Points
100 Points for each week's assignments (100*8)	800

** See assignment listing and weekly schedule

Total Points for Course **800**

Week	Topic	Topic Details	Tools	Assignments
1	What Is AI?	Definition of AI History Timeline Basic Terms Prompt basics	ChatGPT	AI prompt interaction (50) Discussion Board: Introduction Post, identify AI tools you already use, goals for course (25) ChatGPT user feedback (25)

Week	Topic	Topic Details	Tools	Assignments
2	Ethics, Bias, and Responsible AI	Ethical Use Transparency Algorithmic bias Privacy Job displacement Regulation Deep Fakes Current Events in AI	Incident Database AI Ethics Lab ClipChamp	Discussion Board Video Post: Current event on Ethical Use of AI (50) Tools Analysis (20) Quiz (30)
3	AI Mindset	Embracing AI Benefits Limitations 30% Rule Taking jobs or freeing up time?	Copilot Gemini Otter.ai	Discussion Board Video Post: AI Mindset (25) ClipChamp video using one of this week's tools (50) Email your instructor using Copilot (25)
4	Machine Learning Fundamentals	Concepts- Learning from data Training/testing ML DL Data Science Neural Network	Google Teachable Machine	Google Teachable Machine Model (50) Quiz (25) Journal: AI & Education (25)
5	Deep Learning	Image and speech recognition LLM Generative AI Chatbots Deep Fakes	TensorFlow	Journal Entry on Machine Learning and AI terms (25) Discussion Board – Share another tool (25) TensorFlow Assignment (50)
6	AI in the Real World	AI in healthcare, finance, transportation, education; robotics and automation; societal transformations.	Perplexity Canva	Discussion Board Video Post: Current article/event summary on AI in your future career (50) Tool Assignment (50)
7	More AI Tools	Dive in to more AI Tools	Google Flow DALL-E 3 Craiyon	Tool assignments (50) Discussion Board Video Post: Reflect on your favorite AI tool and why
8	The Future of AI & Student Reflections	Emerging trends Final Project	Keep exploring!	Final Assessment: Reflection Paper or Video (100)

GRADING in MyESCC: A **Mid-term grade** and a **final grade** will be reported in WebAdvisor. The work used to determine mid-term grades will be specifically outlined by your instructor.

GRADES
Your grades for this class are reported in Blackboard. Use POINTS in Blackboard to determine your final grade. Your final grade in the class will be determined by the total number of points that you have earned. Your instructor will apply your total points to the grade scale (above) to determine your final letter grade in the course.

An **incomplete** ("I" grade) can only be given if you have:

1. Tested regularly and in accord with the course schedule up to the last withdrawal date.
2. Completed all the requirements up to the withdrawal date.
3. Received a passing grade on all work.
4. Provided a documented, verifiable reason for being unable to complete the course.

To receive an incomplete, you **must** meet all the criteria listed above. An incomplete grade cannot be given after the grades are turned in to the Registrar's Office.

College Policies:

In our Blackboard course, there is a menu item called Edison State Community College Policies & Student Resources. By selecting this menu item, you are able to see current information and policies in the following areas: Accessibility and Disability Support Services, Advising, Bookstore, Campus & Community Resources, Career & Job Service, Library, ESCC College Central Network, ESCC Scholarships, FAFSA, Federal Student Loans, Health & Wellness Services, IT Help Desk (they can help with the Microsoft 365 download – you cannot use the online version of Microsoft Applications for this course), Public Safety, Student Mental Health Assistance, Students Resources Center & Pantry, Title IX Anti-Discrimination, Harrassment, and Bullying, Tutoring Center, Veteran Services, and Ally File Transformer (for help converting files into alternative formats to fit your needs and learning preferences).

ACCOMMODATIONS /ACCESSIBILITY AND DISABILITY SUPPORT SERVICES POLICY

The mission of the Accessibility and Disability Support Services Department at Edison State Community College is to enhance each student's individual educational experience by preventing discrimination on the basis of disability. The right to reasonable accommodations allowing equal access to Edison State Community College programs and services for individuals with disabilities who request them is ensured under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

Edison State Community College will make reasonable accommodations for students with documented disabilities. If you believe you may need an accommodation based on the impact of a disability, contact the instructor privately with your self-identification letter. If you do not have a self-identification letter, contact Accessibility and Disability Support Services by emailing disabilities@edisonohio.edu or by calling 937.778.7850. Accessibility and Disability Support Services is located on the Piqua Campus in Room 160.

ADVISING SERVICES

Edison State's career pathway advisors are your partners in success. A career pathway advisor is the first advisor that you will meet with once you have made the decision to further your education. Together, you and your career pathway advisor will:

- Identify the right academic major to set you on your desired career path.
- Identify the courses you'll need to accomplish your academic goals.
- Help you develop a student plan tailored to your lifestyle and work schedule.
- Prepare you to navigate your first semester at Edison State.

You can find your career pathway advisor and faculty advisor information, including their email address, by logging into MyESCC and clicking on Student Planning. Go to Plan and Schedule and click on the Advising tab. You may also call 937-778-7850 to connect via phone call.

BOOKSTORE SERVICES

The Edison State Bookstore is here for all your educational supplies including textbooks, access codes, technology, and more! Our bookstore is entirely online and can be accessed from the ESCC website under 'Current Students' (select Bookstore info). Note that there are helpful instructions on the bookstore Information page that will help you understand the process, including how to order textbooks with Financial Aid or CCP funding and how to return them.

You can also go directly to the online bookstore at https://edisonohio.ecampus.com.

CAREER AND JOB SERVICES

Our Career and Job Services advisors are dedicated to helping students and alumni advance their professional development as they make career decisions, develop job search strategies, pursue experiential opportunities and secure employment. Career and Job Services also provides career assessments, career information, resume and cover letter help, job postings and resources, tips for interviewing and more. Visit https://www.edisonohio.edu/Career-and-Job-Services/ for more information.

WORKING ON ASSIGNMENTS/ ACCESS TO COMPUTERS

If you are working on campus, computers with internet access are available throughout campus. In addition to the Internet Café and the computers available in the Robinson Career Center, the Library and Tutoring Center has computers and printers available for your use.

Chromebooks can be used for internet and simulator assignments, but they are not able to be used for projects requiring software,

LIBRARY SERVICES

The Edison State library is not only a comfortable place to study, we have an expansive collection of online resources available to help you with your research. Check out the library webpage here: https://www.edisonohio.edu/Library/. Libguides and short instructional videos are available to help you use these resources and can be found at: https://libguides.edisonohio.edu/. Please contact the library staff with any library questions you may have at library@edisonohio.edu, 937-778-7950, or stop in!

STUDENT WELLNESS CENTER AND SERVICES

College is stressful! Feeling burnt out, anxious, frustrated? When challenges arise, it's helpful to have someone to talk to. We have partnerships established with many local mental health providers and can connect you with area resources.

Support Services Available

Edison State has built a network of health professionals to support students. With these partnerships, the Student Wellness Center can assist students who need support in areas such as Recovery and Counseling referral, Housing, Food, Physical well-being, and Information and Education

We also provide information and education on the topics of:

- Alcohol and drug abuse and prevention
- Sexual assault prevention and awareness
- Building healthy relationships
- Inclusion and belonging
- Survivor support
- Self-care
- Anti-Hazing

If you need additional assistance or need to speak with someone in person, please reach out to Dr. J. Passmore, Dean of Student Affairs, at jpassmore@edisonohio.edu, 937-778-7895, RM 160 (stop at the front desk). We are here to assist in all areas of your well-being.

CHARGER STATION FOOD PANTRIES

Edison State Community College is proud to assist students needing help to obtain basic necessities. The Student Resource Center and Food Pantry is stocked with all kinds of grab-and-go snacks, meal supplies, toiletries, household needs, and community resources. Stop by and check out our Charger Station between the cafeteria and Theater on our Piqua campus. Charger Stations are available at all regional campuses as well.

TECHNICAL SUPPORT SERVICES

For Blackboard Assignment issues, the Instructor should be the first point of contact

Rschinaman@edisonohio.edu (please include your full name and course and section)

For Cengage /MindTap product activation/login or access issues:

Help.cengage.com or 800-354-9706
For Edison *Log-in or other technology issues:*

There are several steps you can follow if you have issues logging in to Blackboard or Office.

During business hours:

- Password reset: Log onto office.com with your Edison email and follow the “forgot password” prompts.
- Reach out for help during regular business hours (9-5 Monday-Thursday, 9-4 Friday)
    - email to support@edisonohio.edu
    - call 937-778-8600 and ask for IT Help Desk

After hours:

- Password reset: Log onto office.com with your Edison email and follow the “forgot password” prompts
- Go to www.edisonohio.edu into the Resources tab and click "IT Help Desk" then click "Chat".
- Call 937-778-7957 and talk to the off-campus Blackboard company to get help

TITLE IX STATEMENT - Anti-Discrimination, Harassment and Bullying

It is the policy of the College to maintain a learning environment free from bullying, discrimination, sexual harassment or sexual violence. Title IX federal law protects students, employees and third parties with a relationship to the college.

All Edison State Community College employees are required to report all knowledge of incidents that violate the Title IX policy to the Title IX Coordinator or Deputy Title IX Coordinator immediately. Student and employee confidential consultation is available through the Coordinator of Health and Wellness Services.

Title IX Policy and procedure language as well as contact information for the Coordinator of Health and Wellness, Title IX Coordinator and Deputy Title IX Coordinator can be found at www.edisonohio.edu/TitleIX/.

TUTORING SERVICES

All Edison State students are eligible to receive free tutoring and learning support services through our Tutoring Center. Available services include Edison State tutors, both online and in-person, covering a wide variety of courses including various levels of math and paper reviews, online tutoring through OhioLINK eTutoring, distraction-reduced study rooms, and the use of Tutoring Center resources including subject-specific and general study guides. For more information on tutoring services, visit the Tutoring Center in the Library, email us at tutoringcenter@edisonohio.edu, call 937-778-7959, or visit our webpage at https://www.edisonohio.edu/tutoring-center/

TESTING YOUR FAITH ACT POLICY

Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, https://www.edisonohio.edu/services-support/registrationrecords, located in "Forms" and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found in the student handbook at https://www.edisonohio.edu/services-support/student-resources.

ADDITIONAL SUPPORT SERVICES

For additional help, please click the ASSIST tab on Blackboard or the Edison State Student Resources folder within your course.