Service Learning – Fall 2011

Time & Place	Thursday 3:00-4:40 in RS202	
Instructor	Maria Zack, Ph.D.	Greg Crow, Ph.D.
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Office	RS222	RS220

Office Hours

M	8:00-9:00	M	10:45-11:30, 1:30-2:45
T	9:30-11:00	T	8:30-9:45
W	2:00-3:00	W	10:45-11:45, 1:30-2:45
R	9:30-11:00	R	8:30-9:45, 1:30-2:45
F	1:00-2:00	F	10:45-11:45, 1:30-2:45

These are the hours that I will definitely be available. You can come by my office any time and if I am free I will help you (you can also call me at home if you call **before 8:45 p.m.** 760-753-7861). I keep a sign-up sheet on my office door and you can sign up for any empty time slot (there are slots other than my office hours) if you want to be sure that the time is reserved for you. If you have a question or just want to hang out, come by my office.

I will be there more than the hours above. Feel free to stop by. My home phone is 619-226-6539. Please do not call **after 9:00 p.m. and never on Sundays** unless you want a ride to my church. There is a sign-up sheet on the bulletin board beside my office door.

Course Objective:
Provide a service for a nonprofit organization while receiving real-world experience using skills gained from Math, Computer Science and Information Systems education.

Course Learning Outcomes:
Students will be able to apply their technical knowledge to solve problems.
Students will communicate effectively orally and in writing.

Course Organization:
The class will be run as a business with Dr. Zack as CEO and Dr. Crow as COO. We will have a company budget to support 3-5 projects. Students will be assigned corporate tasks as well as project tasks.

Class time will be used for:
 Technical and soft skill presentations
 Team meetings
 Giving and listening to progress reports
 CEO/COO – team meetings

Time outside of class (3-5 hours per week) will be spent:
 Meeting with client (you may do this during class if necessary, with advance notice)
 Researching and Planning project

Implementing project
Planning briefs and presentations
Writing reflections
Completing peer evaluations

Anticipated corporate tasks:
Research and set up class Wiki
Presentation on using Excel for data analysis (including various functions (if statements, count If, sumIf, search and replace…), charts and pivot tables)
Presentation on SPSS
Presentation on Access
Presentation on writing effective resumes
Presentation on writing effective cover letters
Presentation on Gantt charts
2 people to organize 1st semester dinner hosting MICS faculty, Administration and clients.
3-4 Project managers
You must meet with your assigned professor at least 2 days prior to your presentation – make an appointment early!

Wiki entries:
Each week each person is to write a paragraph on what you did that week, and what your plan is for the next week. **Wiki entries are due by noon each day of class.**

Grading:
This class is taken for credit only. The determination of whether an individual receives credit for the class based on the "3 strikes and you're out" philosophy. A strike may be a result of any of the following:
Each late/missed wiki after 1
Each missed project activity after 1 (group meeting, client meeting, etc.)
Each week where time spent was inadequate without reasonable explanation
Each missed class after 1
Each late, missed or inadequate class assignment after 1
Inadequate or missing presentation (3 strikes if you fail to complete your corporate task)
Below average (4 or less) marks from 2 different people on peer reviews
Your group doesn't make reasonable progress (could result in multiple strikes)
Unless you have a serious documented illness, not feeling well is not an acceptable excuse.

Attendance:
Attendance is expected at each class session. In the event of an absence you are responsible for the material covered in class and the assignments given that day.

Regular and punctual attendance at all classes in which a student is registered is considered essential to optimum academic achievement. Therefore, regular attendance and participation in each course are minimal requirements to be met. There are no allowed or excused absences except when absences are necessitated by certain university-sponsored activities and are approved in writing by the Provost. Whenever the number of accumulated absences in a class, for any cause, exceeds ten percent of the total number of class meetings, the faculty member has the option of filing a written report to the Vice Provost for Academic

Administration which may result in de-enrollment, pending any resolution of the excessive absences between the faculty member and the student…If the date of de-enrollment is past the last date to withdraw from a class, the student will be assigned a grade of W or WF (no grade). There are no refunds for courses where a de-enrollment was processed." (see catalog for full text)

Class Enrollment:
It is the student's responsibility to maintain his/her class schedule. Should the need arise to drop this course (personal emergencies, poor performance, etc.), the student has the responsibility to follow through (provided the drop date meets the stated calendar deadline established by the university), not the instructor. Simply ceasing to attend this course or failing to follow through to arrange for a change of registration (drop/add) may easily result in a grade of F on the official transcript.

Academic Accommodations:
While all students are expected to meet the minimum academic standards for completion of this course as established by the instructor, students with disabilities may require academic accommodations. At Point Loma Nazarene University, students requesting academic accommodations must file documentation with the Disability Resource Center (DRC), located in the Bond Academic Center. Once the student files documentation, the Disability Resource Center will contact the student's instructors and provide written recommendations for reasonable and appropriate accommodations to meet the individual needs of the student. This policy assists the university in its commitment to full compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities (ADA) Act of 1990, and ADA Amendments Act of 2008, all of which prohibit discrimination against students with disabilities and guarantees all qualified students equal access to and benefits of PLNU programs and activities.

Students with learning disabilities who may need accommodations should discuss options with the instructor during the first two weeks of class.

Academic Honesty:
The Point Loma Nazarene University community holds the highest standards of honesty and integrity in all aspects of university life. Academic honesty and integrity are strong values among faculty and students alike. Any violation of the university's commitment is a serious affront to the very nature of Point Loma's mission and purpose.

Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. Such acts include plagiarism, copying of class assignments, and copying or other fraudulent behavior on examinations. For more details on PLNU's policy go to:
http://www.pointloma.edu/experience/academics/catalogs/undergraduate-catalog/point-loma-education/academic-policies

A student who is caught cheating on any item of work will receive a zero on that item and may receive an "F" for the semester. See the PLNU Catalog for a further explanation of the PLNU procedures for academic dishonesty.

Final Exam: Date and Time
The final exam date and time is set by the university at the beginning of the semester and may not be changed by the instructor. Only in the case that a student is required to take three exams during the same day of finals week is an instructor authorized to change the exam date and time for that particular student. The final is on Tuesday Dec 13, 2011 from 3:30-5:30 pm.

Anticipated Schedule:

Date	CEO/COO	Staff
1-Sep	Introduction to Service Learning Discuss class structure and grading Brief project introductions Description of corporate tasks Presentation on giving presentations Assign Reflection 1 on soft skills	Submit corporate task preferences Reflection 1 on soft skills (Due Sep 8)
8-Sep	Projects presented by clients Resumes and cover letters assigned	Presentation on Wikis Presentation on resumes Presentation on cover letters Resumes and cover letters (Due Tuesday, Sep 13)
15-Sep	Discussion of soft skills papers	Wiki entry due Presentation on Excel Presentation on Access Brief presentations on soft skills papers
22-Sep	Project teams and project managers announced Discussion of iterative approach to project definition Discussion of time management	Wiki entry due Presentation on communication with clients Group meeting to prepare for first client meeting and to discuss possible pre-research Project manager should set up meeting Groups report on what they plan to get done this week
29-Sep	Assign Reflection 2	Wiki entry due Presentation on Gantt charts Presentation on SPSS Report on first client meetings Work on Gantt charts (Due Oct 6) Reflection 2 (Due Oct 5)
6-Oct	Discuss Reflection 2 Meet with teams individually	Wiki entry due
13-Oct	Meet with teams individually – discuss plan for .ppt presentations	Wiki entry due
20-Oct	Discuss plans for final dinner Peer evaluations	Wiki entry due PPT presentations on work progress Peer reviews (Due Oct 27)

27-Oct	Meet with students individually Assign abstracts	Wiki entry due Abstracts (Due Nov 2)
3-Nov	Meet with each group	Wiki entry due Abstract Revisions (Due Nov 9)
10-Nov		Wiki entry due Report on dinner, including necessary tasks to be assigned Revised Gantt charts (Due Nov 17)
17-Nov		Wiki entry due Send invitations to dinner – resend Monday after Thanksgiving Group Presentations on what will be included on poster
24-Nov	Thanksgiving	

1-Dec	Discuss dinner presentations
	Assign peer reviews
	Assign final reflection
	Discuss next semester
	Meet with each group
		Wiki entry due
		Peer reviews
		      (Due Dec 13)
		Assign final reflection
		      (Due Dec 13)

8-Dec	Final dinner	Wiki entry due
13-Dec **Tuesday**	**3:30-5:30 Tuesday** Debrief on dinner	