

# Syllabus Details

 <p>POINT <sup>19</sup> <sup>02</sup> LOMA NAZARENE UNIVERSITY</p>	<p><b>Mathematical, Information and Computer Sciences</b></p> <p><b>ISS4072 Internship in Information Systems</b></p> <p><b>Number of Units 2</b></p> <p><b>Online</b></p>
<p>Spring 2022</p>	

**Instructor:** Dr. Maria Zack

**Phone:** 619.849.2458

**Email:** mzack@pointloma.edu

**Office hours:**

On Zoom - [Click here for appointment \(https://calendar.google.com/calendar/selfsched?sstoken=UUphMmZJc2tIVTFKfGRIZmF1bHR8YTE5OTI3YWQxZDFhZDc4MDExZWQ5ZjU3MDRhNmNkNTI\)](https://calendar.google.com/calendar/selfsched?sstoken=UUphMmZJc2tIVTFKfGRIZmF1bHR8YTE5OTI3YWQxZDFhZDc4MDExZWQ5ZjU3MDRhNmNkNTI)

These are the times that I work to hold open for appointments. If none of them work you can email me to see if we can find another time.

Monday 8:00 - 9:30 AM & 2:30 - 3:30 PM

Tuesday 10:30 AM - 12:00 PM

Wednesday 7:00 - 8:00 AM

Thursday 3:00 - 4:00 PM

Friday 11:00 AM - 12:00 PM

## **To Teach ~ To Shape ~ To Send**

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service is an expression of faith. Being of Wesleyan heritage, we strive to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

### **Department Mission**

The Mathematical, Information, and Computer Sciences department at Point Loma Nazarene University is committed to maintaining a curriculum that provides its students with the tools to be productive, the passion to continue learning, and Christian perspectives to provide a basis for making sound value judgments.

### **COURSE DESCRIPTION**

ISS 4072 - Internship in Information Systems (2)

A supervised experience in which the student works with industry professionals to gain experience with managing information systems. May be repeated to a total of four units. This course is graded Credit/No Credit only.

Prerequisite(s): Student must have taken at least two upper-division courses for their major and consent of instructor.

### **COURSE LEARNING OUTCOMES**

1. Students will be able to apply their technical knowledge to solve problems.
2. Students will be able to speak about their work with precision, clarity and organization.
3. Students will be able to write about their work with precision, clarity and organization.
4. Students will collaborate effectively in teams.
5. Students will be able to gather relevant information, examine information and form a conclusion based on that information.
6. Students will be able to understand and create arguments supported by quantitative evidence, and they can clearly communicate those arguments in a variety of formats.

In addition, an internship is an opportunity for students to:

1. Apply skills and knowledge learned in major courses to real business situations.
2. Reinforce and expand previous conceptual learning through work experience.
3. Develop “networks” in the business and professional community.

### **REQUIRED TEXTS AND RECOMMENDED STUDY RESOURCES**

There is no textbook for this class.

### **COURSE CREDIT HOUR INFORMATION**

In the interest of providing sufficient time to accomplish the stated Course Learning Outcomes, this class meets the PLNU credit hour policy for a 2 unit class delivered over fifteen weeks. Specific details about how the class meets the credit hour requirement can be provided upon request. (Based on 37.5 hours of student engagement per credit hour.)

### Distribution of Student Learning Hours

Category	Time Expectation in Hours
Work at internship location (verified via time sheets).	80
Reading Assignments	5
Written Assignments	10
Other Assignments & Learning Activities	1
<b>Total Hours</b>	96

## ASSESSMENT AND GRADING

### Graded Components

- **Academic Internship Contract:** You must complete an “Academic Internship Contract” and turn it in to me no later than midnight on Friday of the second week of classes. The form is attached. The person who is to supervise you at your internship work place must sign as your on-site supervisor and I must sign as your department sponsor. Please be as precise as possible in specifying your duties as an intern and the skills you hope to develop. Your internship should not be considered valid for academic credit until I have approved and signed your completed contract.
- **Weekly Timesheets:** Each week you need to turn in your timesheet indicating the hours that you have worked and what you did during those hours. The timesheet must be signed by your supervisor. Each weekly report covers Monday through Saturday of that week and is due by Wednesday of the following week. You can find a link to the timesheet in the relevant assignment. Please upload you signed timesheet in Canvas.
- **Internship Evaluation Essay:** There are multiple steps in preparing this essay and a assignment related to each step. This brief paper asks you to reflect on the quality of your internship, what new things you learned and how the work connects with the coursework that you have taken. *This should include references to articles and books that you have read to gain technical knowledge for your internship.*
- **Examinations and the Final Examination.** There are no examinations in this class.
- **Late work will not be accepted** without prior consent or a well-documented emergency.

<b>Grading Distribution</b>	<b>Percent</b>
Contract Documents	5
Time Sheets	40
Paper Outline	10
Paper Draft	10
Final Paper	35
Total	100

### **Grading Scale**

Approximate minimal percentages required to obtain a given grade are:

<b>Standard Grade Scale Based on Percentages</b>					
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
<b>+</b>		87.5- 90	77.5-80	67.5-70	
	92.5 -100	82.5-87.5	72.5-77.5	62.5 -67.5	0-60
<b>-</b>	90-92.5	80-82.5	70-72.5	60-62.5	

### **STATE AUTHORIZATION**

State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll online (distance education) students. If a student moves to another state after admission to the program and/or enrollment in an online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state. It is the student's responsibility to notify the institution of any change in his or her physical location. Refer to the map

on [State Authorization \(https://www.pointloma.edu/offices/office-institutional-effectiveness-research/disclosures\)](https://www.pointloma.edu/offices/office-institutional-effectiveness-research/disclosures) to view which states allow online (distance education) outside of California.

## **INCOMPLETES AND LATE ASSIGNMENTS**

All assignments are to be submitted/turned in by the beginning of the class session when they are due—including assignments posted in Canvas. Incompletes will only be assigned in extremely unusual circumstances.

## **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.

## **PLNU COPYRIGHT POLICY**

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

## **PLNU ACADEMIC HONESTY POLICY**

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. 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. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. Faculty should follow and students may appeal using the procedure in the university Catalog. See [Academic Policies \(https://catalog.pointloma.edu/content.php?catoid=52&navoid=2919#Academic\\_Honesty\)](https://catalog.pointloma.edu/content.php?catoid=52&navoid=2919#Academic_Honesty) for definitions of kinds of academic dishonesty and for further policy information.

## **PLNU ACADEMIC ACCOMMODATIONS POLICY**

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities. Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center (EAC@pointloma.edu or 619-849-2486). Once a student's eligibility for an accommodation has been determined, the EAC will issue an academic accommodation plan ("AP") to all faculty who teach courses in which the student is enrolled each semester.

PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course and/or if they do

not wish to utilize some or all of the elements of their AP in that course.

Students who need accommodations for a disability should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the EAC.

## **PLNU ATTENDANCE AND PARTICIPATION POLICY**

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 is considered essential to optimum academic achievement. If the student is absent from more than 10 percent of class meetings, the faculty member can file a written report which may result in de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university drop date or, after that date, receive the appropriate grade for their work and participation. See the Catalog for further information about class attendance.

## **SPIRITUAL CARE**

Please be aware PLNU strives to be a place where you grow as whole persons. To this end, we provide resources for our students to encounter God and grow in their Christian faith. If students have questions, a desire to meet with the chaplain or have prayer requests you can contact the [Office of Spiritual Development](#).

## **USE OF TECHNOLOGY**

In order to be successful in the online or hybrid environment, you'll need to meet the minimum technology and system requirements; please refer to the [Technology and System Requirements](https://help.pointloma.edu/TDClient/1808/Portal/KB/ArticleDet?ID=108349) (<https://help.pointloma.edu/TDClient/1808/Portal/KB/ArticleDet?ID=108349>) information. Additionally, students are required to have headphone speakers, microphone, or webcams compatible with their computer available to use. Please note that any course with online proctored exams require a computer with a camera (tablets are not compatible) to complete exams online.

Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or completing your class work



# ISS4072C-1 SP22 - Internship In Computer Information Systems

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## COURSE SCHEDULE AND ASSIGNMENTS

The full course syllabus may be found here: [Syllabus](#)

There is no textbook for this course..

If you desire to see your work organized by week, you are able to access the weekly [modules](#).

### Quick Links to Resources

[Netiquette Guidelines](#) | [Help & Technical Support](#) | [Technology & System Requirements](#) | [Canvas Student Guides](#)

(<https://community.canvaslms.com/community/answers/guides/content?>

[filterID=contentstatus%5Bpublished%5D~category%5Bcanvas-student-guide%5D](https://community.canvaslms.com/community/answers/guides/content?filterID=contentstatus%5Bpublished%5D~category%5Bcanvas-student-guide%5D)).

## Course Summary:

Date	Details	Due
Wed Jan 19, 2022	 <a href="#">Week 1 Time Sheet</a> ( <a href="https://canvas.pointloma.edu/courses/60894/assignments/759760">https://canvas.pointloma.edu/courses/60894/assignments/759760</a> )	due by 11:59pm
Fri Jan 21, 2022	 <a href="#">Contract Work</a> ( <a href="https://canvas.pointloma.edu/courses/60894/assignments/759754">https://canvas.pointloma.edu/courses/60894/assignments/759754</a> )	due by 5pm
	 <a href="#">Location Paperwork</a> ( <a href="https://canvas.pointloma.edu/courses/60894/assignments/759757">https://canvas.pointloma.edu/courses/60894/assignments/759757</a> )	due by 5pm
Wed Jan 26, 2022	 <a href="#">Week 2 Time Sheet</a> ( <a href="https://canvas.pointloma.edu/courses/60894/assignments/759767">https://canvas.pointloma.edu/courses/60894/assignments/759767</a> )	due by 11:59pm
Wed Feb 2, 2022	 <a href="#">Week 3 Time Sheet</a> ( <a href="https://canvas.pointloma.edu/courses/60894/assignments/759768">https://canvas.pointloma.edu/courses/60894/assignments/759768</a> )	due by 11:59pm
Wed Feb 9, 2022	 <a href="#">Week 4 Time Sheet</a> ( <a href="https://canvas.pointloma.edu/courses/60894/assignments/759769">https://canvas.pointloma.edu/courses/60894/assignments/759769</a> )	due by 11:59pm

Date	Details	Due
Fri Feb 11, 2022	 <a href="#">Schedule a Meeting To Discuss Reading</a> <a href="https://canvas.pointloma.edu/courses/60894/assignments/759759">https://canvas.pointloma.edu/courses/60894/assignments/759759</a>	due by 11:59pm
Wed Feb 16, 2022	 <a href="#">Week 5 Time Sheet</a> <a href="https://canvas.pointloma.edu/courses/60894/assignments/759770">https://canvas.pointloma.edu/courses/60894/assignments/759770</a>	due by 11:59pm
Wed Feb 23, 2022	 <a href="#">Week 6 Time Sheet</a> <a href="https://canvas.pointloma.edu/courses/60894/assignments/759771">https://canvas.pointloma.edu/courses/60894/assignments/759771</a>	due by 11:59pm
Wed Mar 2, 2022	 <a href="#">Week 7 Time Sheet</a> <a href="https://canvas.pointloma.edu/courses/60894/assignments/759772">https://canvas.pointloma.edu/courses/60894/assignments/759772</a>	due by 11:59pm
Wed Mar 9, 2022	 <a href="#">Week 8 Time Sheet</a> <a href="https://canvas.pointloma.edu/courses/60894/assignments/759773">https://canvas.pointloma.edu/courses/60894/assignments/759773</a>	due by 11:59pm
Wed Mar 16, 2022	 <a href="#">Week 9 Time Sheet</a> <a href="https://canvas.pointloma.edu/courses/60894/assignments/759774">https://canvas.pointloma.edu/courses/60894/assignments/759774</a>	due by 11:59pm
Wed Mar 16, 2022	 <a href="#">Paper Outline</a> <a href="https://canvas.pointloma.edu/courses/60894/assignments/759758">https://canvas.pointloma.edu/courses/60894/assignments/759758</a>	due by 11:59pm
Wed Mar 23, 2022	 <a href="#">Week 10 Time Sheet</a> <a href="https://canvas.pointloma.edu/courses/60894/assignments/759761">https://canvas.pointloma.edu/courses/60894/assignments/759761</a>	due by 11:59pm
Wed Mar 30, 2022	 <a href="#">Week 11 Time Sheet</a> <a href="https://canvas.pointloma.edu/courses/60894/assignments/759762">https://canvas.pointloma.edu/courses/60894/assignments/759762</a>	due by 11:59pm
Mon Apr 4, 2022	 <a href="#">Draft of Paper</a> <a href="https://canvas.pointloma.edu/courses/60894/assignments/759755">https://canvas.pointloma.edu/courses/60894/assignments/759755</a>	due by 11:59pm
Wed Apr 6, 2022	 <a href="#">Week 12 Time Sheet</a> <a href="https://canvas.pointloma.edu/courses/60894/assignments/759763">https://canvas.pointloma.edu/courses/60894/assignments/759763</a>	due by 11:59pm
Wed Apr 13, 2022	 <a href="#">Week 13 Time Sheet</a> <a href="https://canvas.pointloma.edu/courses/60894/assignments/759764">https://canvas.pointloma.edu/courses/60894/assignments/759764</a>	due by 11:59pm
Wed Apr 20, 2022	 <a href="#">Week 14 Time Sheet</a> <a href="https://canvas.pointloma.edu/courses/60894/assignments/759765">https://canvas.pointloma.edu/courses/60894/assignments/759765</a>	due by 11:59pm

Date	Details	Due
Mon Apr 25, 2022	 <b>Final Paper</b> ( <a href="https://canvas.pointloma.edu/courses/60894/assignments/759756">https://canvas.pointloma.edu/courses/60894/assignments/759756</a> )	due by 11:59pm
Wed Apr 27, 2022	 <b>Week 15 Time Sheet</b> ( <a href="https://canvas.pointloma.edu/courses/60894/assignments/759766">https://canvas.pointloma.edu/courses/60894/assignments/759766</a> )	due by 11:59pm