# Course Syllabus

✎ Edit

## Point Loma Nazarene University

## School of STEM

## CIT4071 IT Practicum

## Spring 2026- (1-4 Credit Hours)

**Time and Place:**     Online and anytime

**Instructor:**      Mike Leih, Ph.D.                                  (619) 349-3008

**mleih@pointloma.edu (mailto:mleih@pointloma.edu)**                           office: Rohr Science 214

**Final Exam:**          No final exam unless specified in the student's supplemental syllabus.

**Office Hours:**    **Online and any time by appointment**

Students are welcome to contact me via email and schedule an appointment at any time, as I am available. Appointments can be conducted face-to-face in my office, by phone, or via video conference call.

**Text:** No text is generally required.

**Needed Supplies:** No supplies are generally needed.

**Course Description:**

The CIT4071 course is a supervised experience in which the student works with industry professionals to gain experience in managing information systems. The course may be taken for 1 to 4 units based on the number of engagement hours in the practicum.  This course may be repeated to a total of four units. This course is graded Credit/No Credit only.

**Philosophy and Approach:**

Research in learning theory shows that students who learn technology effectively must be actively involved in the process, not just passive listeners/observers.  In particular, in order to really learn and understand technological ideas and concepts, one must become deeply involved in activities such as exploring, discussing, analyzing,

explaining, testing, and evaluating.  To do this, you need good problems to solve, interaction with others on solutions, and opportunities to write your conclusions and present ideas.

**Objectives:**

The course is designed to help you:

- Gain understanding and experience in a selected information systems or technology.

**Course Learning Outcomes**

- Learning outcomes will vary based on the specific learning objectives agreed upon between the students, the faculty advisor and industry professional.

**Program Learning Outcomes:**

Graduates will have a coherent and broad-based knowledge of the discipline of Computer Information Technology.

1. Students will be able to identify and evaluate information technology infrastructure necessary to meet an organization's business needs.
2. Students will be able to develop, plan and evaluate appropriate processes for managing information systems and information technology projects.
3. Students will be able to design, develop, and evaluate software solutions to meet an organization's business needs.
4. Students will be able to apply their technical knowledge to solve problems.
5. Students will be able to speak about their work with precision, clarity and organization (Oral Communication).
6. Students will be able to write about their work with precision, clarity and organization (Written Communication).
7. Students will collaborate effectively in teams.
8. Students will be able to identify, locate, evaluate, and effectively and responsibly use and cite information for the task at hand (Information Literacy).
9. Students will be able to gather relevant information, examine information and form a conclusion based on that information (Critical Thinking).
10. 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 (Quantitative Reasoning).
11. Students will understand the professional, ethical, legal, security and social issues and responsibilities with the implementation and use of information technology.
12. Computer Information Technology graduates will be adequately prepared for entry into graduate school or jobs in the computing profession.

**Grading:**

This course is graded as a Credit/No Credit course based on the student achieving the agreed-upon learning outcomes and accepted assigned work.

**Credit Hour:**

In the interest of providing sufficient time to accomplish the stated course learning outcomes, this class meets the PLNU credit hour policy for a 1-unit class delivered over 15 weeks. It is anticipated that you will spend a minimum of 37.5 participation hours per credit hour in your course.

**Final Exam: Date and Time:**

No final exam is required or given in this course unless agreed upon as credit/no credit assessment by the student and faculty advisor.

**Late Work and Missed Work:**

No specific assignment due dates are established in this course unless agreed upon by the student and faculty advisor.  No work will be accepted after the final day of the course unless agreed upon by the student and faculty adviser.

**University Mission:**

**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 becomes an expression of faith. Being of Wesleyan heritage, we aspire 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.

**Attendance:**

Regular and punctual attendance at all class sessions is considered essential to optimum academic achievement. Therefore, regular attendance and participation in each course are minimal requirements.

If the student is absent for more than 10 percent of class sessions, the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university withdrawal date or, after that date, receive an "F" grade.

Students who anticipate being absent for an entire week of a course should contact the instructor in advance for approval and make arrangements to complete the required coursework and/or alternative assignments assigned at the discretion of the instructor.  Acceptance of late work is at the discretion of the instructor and does not waive attendance requirements.

Refer to **Academic Policies** ⤷ **(https://pointloma-public.courseleaf.com/aug-catalog/academic-general-policies/)** for additional detail.

For example: In a one-unit 16-week on-line course with 8 assignments, a student may be de-enrolled not completing two assignments.


**PLNU Academic Accommodations Policy:**

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities in accordance with the Americans with Disabilities Act (ADA). Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center (**EAC@pointloma.edu (mailto:EAC@pointloma.edu)** or 619-849-2533). Once a student's eligibility for an accommodation has been determined, the EAC will work with the student to create an Accommodation Plan (AP) that outlines allowed accommodations. Professors are able to view a student's approved accommodations through Accommodate.

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.  Accommodations are not retroactive so clarifying with the professor at the outset is one of the best ways to promote positive academic outcomes.

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 ensure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the EAC. Students cannot assume that because they had accommodations in the past, their eligibility at PLNU is automatic. All determinations at PLNU must go through the EAC process. This is to protect the privacy of students with disabilities who may not want to disclose this information and are not asking for any accommodations.


**Artificial Intelligence (AI) Policy:**

You are allowed to use Artificial Intelligence (AI) tools (e.g, ChatGPT, iA Writer, Marmot, Botowski) to generate ideas, but you are not allowed to use AI tools to generate content (text, video, audio, images) that will end up in any work submitted to be graded for this course unless explicitly called for in the assignment instructions. If you have any doubts about using AI, please gain permission from the instructor.


**Etiquette and Behavior:**

Students are expected to actively and positively engage in the adult learning environment. Behaviors that disrupt the classroom environment and interfere with the learning of others are prohibited. Examples of disruptive behavior include talking with other students during a presentation or when others are speaking, texting, gaming, internet

browsing, or reading non-course related materials. All cell phones and other electronic communication devices will be turned off at the beginning of class. Tablets and computers are allowed in class for note-taking purposes only, unless otherwise directed by the instructor. Should a student's behavior become disruptive to the productivity of the course they will be asked to leave the classroom and not receive credit for attendance.

In the online environment, students are expected to also be actively and positively engaged in an adult learning environment and consider the complexities of engaging in discussions in an online environment. Disagreeing with each other and engaging in debates about ideas is encouraged to better understand each other's ideas and perspectives. Such discussions should never involve personal comments, offensive or inappropriate language, or either aggressive or passive aggressive verbiage.

Students who wish to share feedback about the course, program, PLNU, or any administration, faculty, or staff should not do so within course discussions, assignments, or projects and should meet one-on-one with the professor or program director. A classroom or an online learning environment is not the proper place to discuss feedback about the university or any university representatives.

Persons not enrolled in the course are not permitted to be present in class. This policy includes family/friends of students and potential students.

When working with PLNU staff, faculty and administrators, and other students, students are expected to communicate and act respectfully. Any aggression or disrespect to any party may result in up to and including suspension from PLNU. See Academic Behavior Policy in the Graduate and Professional Studies Catalog for definitions of behaviors and further policy information.

**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)** to view which states allow online (distance education) outside of California.

**E-mail and Messages:**

It is expected that students regularly use e-mail. The instructor will periodically send you information and updates via e-mail and/or via canvas.  In the first week of class you must activate your PLNU e-mail account if you are not currently using it.  Please send questions about specific problems or course details to the instructor by posting them in Canvas so that all members of the class can see the response.

**Some Tips About This Class:**

- Set aside at least 10 - 15 hours each week to complete learning sessions.
- Come to class fully prepared to participate in learning by completing all assigned reading, reading quizzes, on-line labs, and videos.
- If you have a question, *ASK*.

## Assignments-at-a-Glance

The course summary below lists our assignments and their due dates. Click on any assignment to review it.

## Additional Syllabus Information

Additional PLNU policies and practices that apply to this course can be found **HERE** ⤴ **(https://docs.google.com/document/d/1kWXiOwPBL5ErYmtZr3xlYH0T-ULM9Bs3kfv-axsWJH8/edit?usp=sharing)**

# Course Summary:

| Date | Details | Due |
|---|---|---|
| **Sun Jan 18, 2026** | 📝 **Biweekly Report 1 (https://canvas.pointloma.edu/courses/85560/assignments/1262787)** | due by 11:59pm |
| **Sun Feb 1, 2026** | 📝 **Biweekly Report 2 (https://canvas.pointloma.edu/courses/85560/assignments/1262788)** | due by 11:59pm |
| **Sun Feb 15, 2026** | 📝 **Biweekly Report 3 (https://canvas.pointloma.edu/courses/85560/assignments/1262789)** | due by 11:59pm |
| **Sun Mar 1, 2026** | 📝 **Biweekly Report 4 (https://canvas.pointloma.edu/courses/85560/assignments/1262790)** | due by 11:59pm |
| **Sun Mar 22, 2026** | 📝 **Biweekly Report 5 (https://canvas.pointloma.edu/courses/85560/assignments/1262791)** | due by 11:59pm |
| **Sun Apr 5, 2026** | 📝 **Biweekly Report 6 (https://canvas.pointloma.edu/courses/85560/assignments/1262792)** | due by 11:59pm |
| **Sun Apr 19, 2026** | 📝 **Biweekly Report 7 (https://canvas.pointloma.edu/courses/85560/assignments/1262793)** | due by 11:59pm |

| Date | Details | Due |
|------|---------|-----|
| | | |
| | Biweekly Report 8 (if needed) (https://canvas.pointloma.edu/courses/85560/assignments/1262794) | due by 11:59pm |
| Sun May 3, 2026 | Final Report - Due as agreed upon with the instructor (https://canvas.pointloma.edu/courses/85560/assignments/1262795) | due by 11:59pm |