Mathematical, Information and Computer Sciences

CSC/ISS/MTH4133 Service Learning

3 Units

Fall 2026

Meeting days/times: MWF 1:30-2:30

Meeting location: Rohr Science 295

Final Exam: Monday, December 14, 1:30-4:00

Instructor Title and Name: Dr. Maria Zack and Dr. Jose Romero-Mariona
Phone: 619-849-2458
Email: mzack@pointloma.edu, jromerom@pointloma.edu

Office Location and Office Hours for Dr. Zack:

Below are the times that I work to hold open for office hours. If none of them work, you can email me to see if we can find another time. I offer both in-person (office RS246) and Google Meet options for office hours. Use this link to book an appointment if you want a time reserved for you or if you want to use Google Meet. You can also just stop by my office.

Monday 11:00-12:00 PM
Tuesday 8:00-9:00 AM and 2:00-3:00 PM
Wednesday 8:30-9:30 AM and 4:30-5:30 PM
Thursday by appointment only
Friday 1:30-3:30 PM

Office Location and Office Hours for Dr. Romero-Mariona:

After class or by appointment

PLNU 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 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.

General Education Mission

PLNU provides a foundational course of study in the liberal arts informed by the life, death, and resurrection of Jesus Christ. In keeping with the Wesleyan tradition, the curriculum equips students with a broad range of knowledge and skills within and across disciplines to enrich major study, lifelong learning, and vocational service as Christ-like participants in the world's diverse societies and culture.

Course Description

CSC/ISS/MTH 4133 Service Learning (3 Units)
Students working in teams design and implement a project using a broad spectrum of mathematical knowledge to meet the needs of a community organization or the university.
Letter grade.

Prerequisite(s): Consent of instructor and Junior standing.

GE Course Tag(s): Service and Action

Program and Course Learning Outcomes

- Students will be able to apply their knowledge, technical skills and critical thinking to solve problems. (CC: CT)
- Students will be able to speak about their work with precision, clarity and organization. (CC: OC)
- Students will be able to write about their work with precision, clarity and organization. (CC: WC)
- Students will collaborate effectively in teams.
- Students will be able to understand and create arguments supported by quantitative evidence. (CC: QR)
- Students will understand the professional, ethical and social issues and responsibilities with the implementation and use of technology.

General Education Learning Outcomes

The GE Learning Outcome assessed in this class is:

GE Course Tag: Service in Action

The Signature Assignment for assessing this GELO is: Final Project and Presentation

Required Texts and Recommended Study Resources

There are no required texts 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 3-unit class delivered over 15 weeks. It is anticipated that students will spend a minimum of 37.5 participation hours per credit hour on their coursework. For this course, students will spend an estimated ___ total hours meeting the course learning outcomes. The time estimations are below.

Assessment and Grading

This class is going to be structured as a professional project for a client. That means that you will have weekly meetings and need to make progress on the project each week. The tasks are part of helping you to maintain the cadence of working on a professional project. You are expected to make steady progress, as opposed to a few short bursts of effort. The components for this class are:

- *Team Application:* You will be presented with more than one project, and you will need to submit an explanation of what you believe you can contribute to each project. Your project assignment and your team assignment will be determined by the instructors after reading these submissions.
- *Weekly Progress Reports:* Each week you will be expected to submit a short explanation of what you have personally done on the project that week.
- *Ethics Presentation*: Our work is not just about what we do, but how we do it, keeping in mind how it will affect society. Each student should have thoroughly read and contemplated the paper and prepared a brief synopsis along with 3-4 discussion questions for class consideration based on that paper.
- *Elevator speech:* The elevator speech shows that an individual is familiar enough with the project to present an interesting summary in 30-60 seconds. This will be developed in anticipation of the poster presentation.
- *Evaluations:* You will be evaluating each other; these are expected to be honest assessments of the contribution of your team members. Points will be deducted from the evaluation that you complete if the professor believes that the evaluation is not a true representation of reality (in other words, that you are just trying to be nice to a friend). You will also be evaluated by the professor.
- *Team Contract:* In the first week, your team will develop some agreements about how you are going to work together and organize your schedule. Your team will consist of 2-3 people. You will have some class time to work together, but that will probably not be sufficient.
- *Schedule:* In week three you will design the schedule for our project for the whole semester with a focus on the deadlines that you need to meet at the end of the semester.

- *Client Meeting Reports:* Many weeks you will have a client meeting on Monday. This may be just your team or both teams who are working on the same problem. These will be short team reports. They will focus on progress made in the previous week, the topics discussed and the next steps in working on the project.
- *Mid-semester presentation*: This is a team grade as mid-semester presentations will be made in teams of 2-3. However, if one person is missing or does not speak, that individual will receive a zero. Progress on the project will be judged by your presentation, and failure to show adequate progress on your project can result in large deductions.
- *Deliverable:* You project has an end goal, that is the creation of the deliverable. You will be graded on the quality of the solution.
- *User Manual:* Your customer will need a instructions about how to use your deliverable. This needs to be developed assuming that the end user doesn't know anything about the work that you did to develop your solution.
- *Poster:* Your poster will be presented to a wide audience. This is a team grade as posters are made and presented in teams of 2-3. However, if one person does not participate, that individual will receive a zero.

The point distribution:

Individual Student Components (37% of grade):

Team Application	2%
Weekly Progress Reports	20%
Ethics	7%
Elevator Speech Video	3%
Evaluations	5%

Team Components (63% of grade):

Team Contract	3%
Schedule	5%
Client Meeting Reports	10%
Mid-Semester Presentation	5%
Deliverable – Draft + Final	20%
User Manual – Draft + Final 2	10%
Poster	10%

Grades will be based on the following:

Sample Standard Grade Scale Based on Percentages

A	B	C	D	F
A [92.5-100]	B+ [87.5-90)	C+ [77.5-80)	D+ [67.5-70)	F [0-60)
A- [90-92.5)	B [82.5-87.5)	C [72.5-77.5)	D [62.5-67.5)	
	B- [80-82.5)	C- [70-72.5)	D- [60-62.5)	

Final Examination Policy

Successful completion of this class requires taking the final examination on its scheduled day. The final examination schedule is posted on the Traditional Undergraduate Records: Final Exam Schedules site. If you find yourself scheduled for three (3) or more final examinations on the same day, you are authorized to contact each professor to arrange a different time for one of those exams. However, unless you have three (3) or more exams on the same day, no requests for alternative final examinations will be granted.

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.

Artificial Intelligence (AI) Policy

You are allowed to use Artificial Intelligence (AI) tools (e.g., ChatGPT, Gemini Pro, GrammarlyGo, Perplexity, etc.) in this course. Any work that utilizes AI-based tools must be clearly identified as such, including the specific tool(s) used. Please use this Purdue resource to guide your citations when using AI.

> MLA Style Center: Citing Generative AI
> APA Style: How to Cite ChatGPT
> Chicago Manual of Style: Citing Content Developed or Generated by AI

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, by email or phone at 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 approved 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 approved accommodations in that particular course. Accommodations are not retroactive; as such, 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-related need should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. In accordance with ADA, accommodations cannot constitute a fundamental alteration to course outcomes; therefore, planning ahead is vital in establishing appropriate accommodations for equal access to this course. 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 eligibility 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.

Additional Course Information

Additional PLNU policies and practices that apply to this course can be found at the following link: https://docs.google.com/document/d/1SoL5YMfCv_5cobhBwrDjbcZJzNKKTCfM/edit?usp=sharing&ouid=104297418648613020764&rtpof=true&sd=true

Assignments At-A-Glance

Date	Details	Due
Tue Sep 1, 2026	Assignment Team Application	due by 2:30pm
Sun Sep 6, 2026	Assignment Progress Report 1	due by 11:30pm
Wed Sep 9, 2026	Assignment Team Contract	due by 1:30pm

Date	Details	Due
Sun Sep 13, 2026	Assignment Progress Report 2	due by 11:30pm
	Assignment Client Meeting 1	due by 11:59pm
Sun Sep 20, 2026	Assignment Progress Report 3	due by 11:30pm
	Assignment Project Schedule	due by 11:59pm
Wed Sep 23, 2026	Assignment Ethics Presentations	due by 11:59pm
Sun Sep 27, 2026	Assignment Progress Report 4	due by 11:30pm
	Assignment Client Meeting 2	due by 11:59pm
Sun Oct 4, 2026	Assignment Progress Report 5	due by 11:30pm
	Assignment Client Meeting 3	due by 11:59pm

Date	Details	Due
Sun Oct 11, 2026	Assignment Progress Report 6	due by 11:30pm
	Assignment Client Meeting 4	due by 11:59pm
Sun Oct 18, 2026	Assignment Client Meeting 5	due by 11:59pm
	Assignment Progress Report 7	due by 11:59pm
Mon Oct 19, 2026	Assignment Mid-Semester Presentation	due by 1:30pm
Wed Oct 21, 2026	Assignment Mid-Semester Peer Evaluation	due by 2:45pm
Sun Oct 25, 2026	Assignment Progress Report 8	due by 11:59pm
Sun Nov 1, 2026	Assignment Client Meeting 6	due by 11:59pm
	Assignment Progress Report 9	due by 11:59pm

Date	Details	Due
Sun Nov 8, 2026	Assignment Progress Report 10	due by 11:30pm
Sun Nov 15, 2026	Assignment Progress Report 11	due by 11:30pm
	Assignment Draft Deliverable	due by 11:59pm
Sun Nov 22, 2026	Assignment Progress Report 12	due by 11:30pm
	Assignment Client Meeting 7	due by 11:59pm
	Assignment Final Deliverable	due by 11:59pm
Mon Nov 23, 2026	Assignment Poster Draft	due by 1:30pm
Sun Nov 29, 2026	Assignment Progress Report 13	due by 11:30pm
	Assignment Draft of the User Manual	due by 11:59pm

Date	Details	Due
Wed Dec 2, 2026	Assignment Poster Final Draft for Printing	due by 1:30pm
Sun Dec 6, 2026	Assignment Elevator Speech	due by 11:30pm
	Assignment Progress Report 14	due by 11:30pm
	Assignment Client Meeting 8	due by 11:59pm
	Assignment Final Version of the User Manual	due by 11:59pm
Sun Dec 13, 2026	Assignment Final Peer Evaluation	due by 11:30pm
	Assignment Progress Report 15	due by 11:30pm
	Assignment Mentor Evaluation	due by 11:59pm
Mon Dec 14, 2026	Assignment Poster Presentation	due by 1:30pm

Date	Details	Due
Wed Dec 16, 2026	Assignment Ethics Summary	due by 11:59pm

Week	Monday	Wednesday	Friday
1	31-Aug Discuss Projects Discuss Team Application Competition Discuss Working In Teams Discuss Team Contract	2-Sep Teams Assigned Work on Contract Discuss First Client Meeting	4-Sep Team Meeting Time + Plan for Client Questions
2	7-Sep Labor Day Holiday	9-Sep Client Meetings	11-Sep Team Meeting Time
3	14-Sep Discuss Scheduling Ethics Presentations	16-Sep Scheduling Workshop	18-Sep Team Meeting Time
4	21-Sep Client Meeting	23-Sep Ethics Presentation (2-3)	25-Sep Team Meeting Time
5	28-Sep Client Meeting	30-Sep Ethics Presentation (2-3)	2-Oct Team Meeting Time
6	5-Oct Client Meeting	7-Oct Team Meeting Time	9-Oct Team Meeting Time
7	12-Oct Client Meeting	14-Oct Ethics Presentation (2-3)	16-Oct Team Meeting Time
8	19-Oct Mid-Semester Presentations	21-Oct Ethics Presentation (2-3)	23-Oct Fall Break
9	26-Oct Client Meeting	28-Oct Build plan for the final push	30-Oct Team Meeting Time
10	2-Nov Team Meeting - Finish Product	4-Nov Team Meeting - Finish Product	6-Nov Team Meeting - Finish Product
11	9-Nov Team Meeting - Finish Product	11-Nov Team Meeting - Finish Product	13-Nov Team Meeting - Finish Product
12	16-Nov Client Meeting - Draft Final Product	18-Nov Getting to final product	20-Nov Team Meeting Time
13	23-Nov Client Meeting- Finalize Product Draft Poster Due	25-Nov Thanksgiving Break	27-Nov Thanksgiving Break
14	30-Nov Client Meeting - Draft Manual	2-Dec Getting to final manual Final Poster Due	4-Dec Team Meeting Time
15	7-Dec Client Meeting - Final Manual	9-Dec Planning Poster Presentation	11-Dec Team Meeting Time
16	14-Dec FINAL 1:30-4:00 PM	16-Dec	18-Dec