


# Syllabus

 <p><b>POINT LOMA</b> NAZARENE UNIVERSITY</p>	<p><b>Mathematical, Information and Computer Sciences</b> <b>CSC4133/ISS4133/MTH4133 Service Learning</b> <b>3 Units</b></p>
<p>Fall 2020</p>	

<p><b>Instructor: Dr. Benjamin Mood</b></p>
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<p><b>Office hours on Discord or Zoom:</b></p> <p><b>M: 8:30 - 9:30, 1:30 - 2:30</b>  <b>T: 1:45 - 3:00</b>  <b>W: 8:30 - 9:30</b>  <b>R: 9:30 - 10:30, 3:00 - 4:15</b>  <b>F: 7:30 - 9:30, 12:15 - 1:45</b></p>

## 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.

## COURSE DESCRIPTION

Students working in teams design and implement a project using a broad spectrum of computer science, mathematics, and/or natural science knowledge to meet the needs of a community organization or the university.

## 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.
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4. Students will collaborate effectively in teams.
5. Students will be able to identify, locate, evaluate, and effectively and responsibly use and cite information for the task at hand.
6. Students will be able to gather relevant information, examine information and form a conclusion based on that information.
7. 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.

## REQUIRED TEXTS AND RECOMMENDED STUDY RESOURCES

There are no 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 sixteen 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
Team Meetings	14
Class Meetings	21.75
Client Meetings	4
Presentations	12.25
Work on Project/Paper Writing	60.5
<b>Total Hours</b>	<b>112</b>

## ASSESSMENT AND GRADING

### Graded Components

- **Skills presentation:** This is expected to be a group grade as presentations will be made in groups of 2-3. However, if 1 person is missing, or does not speak, that individual will likely receive the maximum deduction. Presentation should cover material requested by professor. Presentation is expected to be 15-20 minutes, and should include a 5 minute exercise for the class to complete.
- **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 will be required to lead a discussion based on an ethics-based paper. The 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. Please feel free to include any insights that the Bible presents on the general topic. Presentations typically made on Mondays.
- **Group presentations:** This is a group grade. However, if 1 person is missing, or does not speak, that individual will receive the maximum deduction and this will not affect the rest of the group. Progress on project will be judged by your presentation, and failure to show adequate progress on your project can result in huge deductions especially on the final presentation during the final exam time. Your final exam will be a group presentation. The final exam is Monday at 7:30.
- **Weekly progress reports:** A recounting of what you, as an individual, completed towards the project. Points can be re-gained in this category if dramatic contribution was made the week after points were missed. Most Fridays are work days (no formal class meeting) so good progress is expected by Monday. (These Fridays also work for client meetings)
- **Poster:** Your poster will be presented to a wide audience. The expected presentation date is Monday, November 9. The poster as a whole is a group grade for 10 points. The exception is that an absence for the presentation is an automatic deduction of 10 for the individual. This does not affect the group.
- **Elevator speech:** The elevator speech shows that in individual is familiar enough with the project to present an interesting summary in 30-60 seconds. This is an individual grade and will be developed in anticipation of the poster presentation.
- **Peer evaluations:** Are expected to be honest assessments of the contribution of your team member. 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).
- **Project Paper:** The project paper is an individual grade. It will be based on the individual sections being turned in and revised as requested. Credit is not given if the sections are not turned in on time. Points may also be deducted if you are absent on a day when peer reviews take place or if the final quality of the paper is poor.
- **Group assignments:** Group assignments may include, but are not limited to, development of the problem statement and management plans, client meetings, client approvals, poster draft, and reflections.
- **Final Examination.** No examination shall be missed without prior consent or a well-documented emergency beyond your control. A score of zero will be assigned for an examination that is missed without prior consent or a well-documented emergency beyond your control.
- **Late work will not be accepted** without prior consent or a well-documented emergency. Up to a maximum of one homework assignment will be accepted up to 3 days late provided that consent is received from the professor before it is due. Homework assignments that are submitted late without prior consent will be recorded with a score of zero. If more than half of the homework assignments are submitted on time, then the lowest homework score will be dropped from the calculations of the homework grade.
- The examination schedule is included in the daily schedule. This instructor does not intend to accept excuses such as poor communication with parents, benefactors, surf team sponsors and/or travel agents.

Task	Possible	Point deductions
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	points	
Skills Presentation	10	10 if missed by presenter, up to 10 if inadequate or absent
Ethics Presentation	5	Up to 5 for poor or missed ethics presentation
Group Presentations	15	5 for mid-semester presentation and 10 for final presentation
Weekly Progress Reports	15	2 for each time sufficient progress was not made that week
Poster/Presentation	10	10 for presentation absence, up to 10 for poor poster
Elevator Speech	5	Up to 5 for poor elevator speech
Peer/Mentor Evaluations	10	Up to 5 points for less than stellar evaluation, or a missing eval
Project Paper	20	Up to 20 for poor content and quality -4 for a missing section
Group Assignments (written, meetings, reflections, etc)	10	5 for missing assignment or not contributing to assignment (in-class or out)
Total	100	

### Grading Scale

Grades are based on the number of points accumulated throughout the course. Approximate minimal percentages required to obtain a given grade are:

Standard Grade Scale Based on Percentages					
	A	B	C	D	F
+		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
-	90-92.5	80-82.5	70-72.5	60-62.5	

### STATE AUTHORIZATION

**Rule suspended during the COVID-19 pandemic.** 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.

## **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 \(http://catalog.pointloma.edu/content.php?catoid=18&navoid=1278\)](http://catalog.pointloma.edu/content.php?catoid=18&navoid=1278) for definitions of kinds of academic dishonesty and for further policy information.

## **PLNU ACADEMIC ACCOMMODATIONS POLICY**

While all students are expected to meet the minimum standards for completion of this course as established by the instructor, students with disabilities may require academic adjustments, modifications or auxiliary aids/services. At Point Loma Nazarene University (PLNU), these students are requested to register with the Disability Resource Center (DRC), located in the Bond Academic Center. ([DRC@pointloma.edu](mailto:DRC@pointloma.edu) (<mailto:DRC@pointloma.edu>) or 619-849-2486). The DRC's policies and procedures for assisting such students in the development of an appropriate academic adjustment plan (AP) allows PLNU to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Section 504 (a) prohibits discrimination against students with special needs and guarantees all qualified students equal access to and benefits of PLNU programs and activities. After the student files the required documentation, the DRC, in conjunction with the student, will develop an AP to meet that student's specific learning needs. The DRC will thereafter email the student's AP to all faculty who teach courses in which the student is enrolled each semester. The AP must be implemented in all such courses.

If students do not wish to avail themselves of some or all of the elements of their AP in a particular course, it is the responsibility of those students to notify their professor in that course. PLNU highly recommends that DRC students speak with their professors during the first two weeks of each semester about the applicability of their AP in that particular course and/or if they do not desire to take advantage of some or all of the elements of their AP in that course.

## 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 [Academic Policies](http://catalog.pointloma.edu/content.php?catoid=18&navoid=1278) (<http://catalog.pointloma.edu/content.php?catoid=18&navoid=1278>) 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](https://www.pointloma.edu/offices/spiritual-development) (<https://www.pointloma.edu/offices/spiritual-development>).

<b>Monday</b>		<b>Wednesday</b>		<b>Friday</b>
17-Aug	18-Aug	19-Aug	20-Aug	21-Aug
Introduction		Problem Statement		
Group Selection		Discuss first client meeting		Team Meeting Time
Selection of Skill Presentations		Email Client		
24-Aug	25-Aug	26-Aug	27-Aug	28-Aug
Discuss Ethics Presentation		Report on first client meeting		Team Meeting Time
Discuss Scheduling Project				
31-Aug	1-Sep	2-Sep	3-Sep	4-Sep
Skills Presentation #1		Skills Presentation #2		Team Meeting Time
		Gantt Chart Discussion		
7-Sep	8-Sep	9-Sep	10-Sep	11-Sep
Skills Presentation #3		Technical Papers, Good Sources and 6 Points of an Abstract		Team Meeting Time
Skills Presentation #6				
14-Sep	15-Sep	16-Sep	17-Sep	18-Sep
Skills Presentation #4		Abstract draft due for peer review (in class)		Team Meeting Time
Skills Presentation #5		Report on second client meeting.		
21-Sep	22-Sep	23-Sep	24-Sep	25-Sep

Abstract Due		Introduction for peer review (in class)		Team Meeting Time
Ethics Presentation				
28-Sep	29-Sep	30-Sep	1-Oct	2-Oct
Introduction due		Mid-semester presentation on project		Team Meeting Time
Ethics Presentation				
5-Oct	6-Oct	7-Oct	8-Oct	9-Oct
Ethics Presentation		Methods section due for peer review (in class)		Team Meeting Time
12-Oct	13-Oct	14-Oct	15-Oct	16-Oct
Methods section due		Report on third client meeting		Team Meeting Time
Ethics Presentation		Poster discussion		
19-Oct	20-Oct	21-Oct	22-Oct	23-Oct
Poster draft due		Results section due for peer review (in class)		Team Meeting Time
Ethics Presentation				
26-Oct	27-Oct	28-Oct	29-Oct	30-Oct
Results section due		Elevator pitch due (spoken in class with feed-back)		Team Meeting Time
Ethics Presentation				
2-Nov	3-Nov	4-Nov	5-Nov	6-Nov
Ethics Presentation		Ethics Presentation		Team Meeting Time
Ethics Presentation (2nd)		Ethics Presentation (2nd)		
9-Nov	10-Nov	11-Nov	12-Nov	13-Nov
Poster presentations		Final Paper Discussion		Team Meeting Time
		Conclusion Draft Due (peer review)		
16-Nov	17-Nov	18-Nov	19-Nov	20-Nov
Ethics Presentation		Ethics Presentation		Team Meeting Time
Conclusion Due		Final client meeting		
23-Nov	24-Nov	25-Nov	26-Nov	27-Nov
Final Paper Due		Thanksgiving		Thanksgiving
30-Nov	1-Dec	2-Dec	3-Dec	4-Dec
Final Exam 7:30-10:00 AM				
Team Presentations				

Team member evals due				
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