

# Syllabus Details

To-Do Date: Aug 17 at 11:59pm

 <p><b>POINT</b> <sup>19</sup>  <sup>02</sup> <b>LOMA</b> 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>Fall 2020</p>	

<p><b>Instructor: Dr. Maria Zack</b></p>
<p><b>Phone: 619.849.2458</b></p>
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<p><b>Office hours: By Appointment in Zoom</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**

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**

<b>Category</b>	<b>Time Expectation in Hours</b>
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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>	<b>96</b>

## 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.

Grading Distribution	Percent
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:

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

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 conduct internships. 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**

Students taking online courses are expected to attend each week of the course. Attendance is defined as participating in an academic activity within the online classroom which includes posting in a graded activity in the course. (Note: Logging into the course does not qualify as participation and will not be counted as meeting the attendance requirement.)

Students who do not attend at least once in any 3 consecutive days will be issued an attendance warning. Students who do not attend at least once in any 7 consecutive days will be dropped from the course retroactive to the last date of recorded 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) [\\_ \(https://www.pointloma.edu/offices/spiritual-development\)](https://www.pointloma.edu/offices/spiritual-development)

## Recent Announcements

# ISS4072E-1 FA20 - Internship In Computer Information Systems

[Jump to Today.](#)

 [Edit](#)

### **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.](#)

The table below lists our assignments and their due dates, below it are the actual assignments.

Monday	Tuesday	Wednesday	Thursday	Friday
17-Aug	18-Aug	19-Aug	20-Aug	21-Aug
24-Aug	25-Aug	26-Aug	27-Aug	28-Aug Contract Due
31-Aug	1-Sep	2-Sep Timesheet Due	3-Sep	4-Sep
7-Sep	8-Sep	9-Sep Timesheet Due	10-Sep	11-Sep
14-Sep	15-Sep	16-Sep Timesheet Due Schedule Meeting	17-Sep	18-Sep
21-Sep	22-Sep	23-Sep Timesheet Due	24-Sep	25-Sep Meeting Deadline
28-Sep	29-Sep	30-Sep Timesheet Due	1-Oct	2-Oct
5-Oct	6-Oct	7-Oct Timesheet Due	8-Oct	9-Oct
12-Oct	13-Oct	14-Oct Timesheet Due	15-Oct	16-Oct
19-Oct Paper Outline Due	20-Oct	21-Oct Timesheet Due	22-Oct	23-Oct
26-Oct	27-Oct	28-Oct Timesheet Due	29-Oct	30-Oct
2-Nov	3-Nov	4-Nov Timesheet Due	5-Nov	6-Nov
9-Nov Paper Draft Due	10-Nov	11-Nov Timesheet Due	12-Nov	13-Nov
16-Nov	17-Nov	18-Nov Timesheet Due	19-Nov	20-Nov
23-Nov Final Paper Due	24-Nov	25-Nov Timesheet Due	26-Nov	27-Nov
30-Nov	1-Dec	2-Dec Timesheet Due	3-Dec	4-Dec Timesheet Due

A PDF of the calendar can be found here: [Calendar for Posting Fall 2020.pdf](#) 

#### 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	
Mon Aug 17, 2020	 <a href="#">Syllabus Details</a>	to do: 11:59pm
Fri Aug 28, 2020	 <a href="#">Contract Work</a> <a href="https://canvas.pointloma.edu/courses/51883/assignments/542758">https://canvas.pointloma.edu/courses/51883/assignments/542758</a>	due by 5pm

Date	Details	
	 <a href="https://canvas.pointloma.edu/courses/51883/assignments/542761">Location Paperwork</a> <a href="https://canvas.pointloma.edu/courses/51883/assignments/542761">https://canvas.pointloma.edu/courses/51883/assignments/542761</a>	due by 5pm
Tue Sep 1, 2020	 <a href="#">Home Page   Quick Links to Resources</a>	to do: 11:59pm
	 <a href="#">Meet Your Instructor</a>	to do: 11:59pm
Wed Sep 2, 2020	 <a href="#">Week 2 Time Sheet</a> <a href="https://canvas.pointloma.edu/courses/51883/assignments/542771">https://canvas.pointloma.edu/courses/51883/assignments/542771</a>	due by 11:59pm
Wed Sep 9, 2020	 <a href="#">Week 3 Time Sheet</a> <a href="https://canvas.pointloma.edu/courses/51883/assignments/542772">https://canvas.pointloma.edu/courses/51883/assignments/542772</a>	due by 11:59pm
Wed Sep 16, 2020	 <a href="#">Schedule a Meeting To Discuss Reading</a> <a href="https://canvas.pointloma.edu/courses/51883/assignments/542763">https://canvas.pointloma.edu/courses/51883/assignments/542763</a>	due by 11:59pm
Wed Sep 23, 2020	 <a href="#">Week 4 Time Sheet</a> <a href="https://canvas.pointloma.edu/courses/51883/assignments/542773">https://canvas.pointloma.edu/courses/51883/assignments/542773</a>	due by 11:59pm
Wed Sep 23, 2020	 <a href="#">Week 5 Time Sheet</a> <a href="https://canvas.pointloma.edu/courses/51883/assignments/542774">https://canvas.pointloma.edu/courses/51883/assignments/542774</a>	due by 11:59pm
Wed Sep 30, 2020	 <a href="#">Week 6 Time Sheet</a> <a href="https://canvas.pointloma.edu/courses/51883/assignments/542775">https://canvas.pointloma.edu/courses/51883/assignments/542775</a>	due by 11:59pm
Wed Oct 7, 2020	 <a href="#">Week 7 Time Sheet</a> <a href="https://canvas.pointloma.edu/courses/51883/assignments/542776">https://canvas.pointloma.edu/courses/51883/assignments/542776</a>	due by 11:59pm
Wed Oct 14, 2020	 <a href="#">Week 8 Time Sheet</a> <a href="https://canvas.pointloma.edu/courses/51883/assignments/542777">https://canvas.pointloma.edu/courses/51883/assignments/542777</a>	due by 11:59pm
Mon Oct 19, 2020	 <a href="#">Paper Outline</a> <a href="https://canvas.pointloma.edu/courses/51883/assignments/542762">https://canvas.pointloma.edu/courses/51883/assignments/542762</a>	due by 11:59pm
Wed Oct 21, 2020	 <a href="#">Week 9 Time Sheet</a> <a href="https://canvas.pointloma.edu/courses/51883/assignments/542778">https://canvas.pointloma.edu/courses/51883/assignments/542778</a>	due by 11:59pm
Wed Oct 28, 2020	 <a href="#">Week 10 Time Sheet</a> <a href="https://canvas.pointloma.edu/courses/51883/assignments/542764">https://canvas.pointloma.edu/courses/51883/assignments/542764</a>	due by 11:59pm

Date	Details	
Wed Nov 4, 2020	 <a href="https://canvas.pointloma.edu/courses/51883/assignments/542765">Week 11 Time Sheet</a> ( <a href="https://canvas.pointloma.edu/courses/51883/assignments/542765">https://canvas.pointloma.edu/courses/51883/assignments/542765</a> )	due by 11:59pm
Mon Nov 9, 2020	 <a href="https://canvas.pointloma.edu/courses/51883/assignments/542759">Draft of Paper</a> ( <a href="https://canvas.pointloma.edu/courses/51883/assignments/542759">https://canvas.pointloma.edu/courses/51883/assignments/542759</a> )	due by 11:59pm
Wed Nov 11, 2020	 <a href="https://canvas.pointloma.edu/courses/51883/assignments/542766">Week 12 Time Sheet</a> ( <a href="https://canvas.pointloma.edu/courses/51883/assignments/542766">https://canvas.pointloma.edu/courses/51883/assignments/542766</a> )	due by 11:59pm
Wed Nov 18, 2020	 <a href="https://canvas.pointloma.edu/courses/51883/assignments/542767">Week 13 Time Sheet</a> ( <a href="https://canvas.pointloma.edu/courses/51883/assignments/542767">https://canvas.pointloma.edu/courses/51883/assignments/542767</a> )	due by 11:59pm
Fri Nov 20, 2020	 <a href="https://canvas.pointloma.edu/courses/51883/assignments/499673">FINAL EXAM (this may be this week or next week)</a> ( <a href="https://canvas.pointloma.edu/courses/51883/assignments/499673">https://canvas.pointloma.edu/courses/51883/assignments/499673</a> )	due by 11:59pm
Wed Nov 25, 2020	 <a href="https://canvas.pointloma.edu/courses/51883/assignments/542768">Week 14 Time Sheet</a> ( <a href="https://canvas.pointloma.edu/courses/51883/assignments/542768">https://canvas.pointloma.edu/courses/51883/assignments/542768</a> )	due by 11:59pm
Wed Dec 2, 2020	 <a href="https://canvas.pointloma.edu/courses/51883/assignments/542769">Week 15 Time Sheet</a> ( <a href="https://canvas.pointloma.edu/courses/51883/assignments/542769">https://canvas.pointloma.edu/courses/51883/assignments/542769</a> )	due by 11:59pm
Fri Dec 4, 2020	 <a href="https://canvas.pointloma.edu/courses/51883/assignments/542770">Week 16 Time Sheet</a> ( <a href="https://canvas.pointloma.edu/courses/51883/assignments/542770">https://canvas.pointloma.edu/courses/51883/assignments/542770</a> )	due by 11:59pm