


# 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>Spring Mini Term 2021</p>	

<p><b>Instructor: Dr. Benjamin Mood</b></p>
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<p><b>Office hours by request.</b> <b>Meeting times: MTWRF: Noon - 1pm.</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 five 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.
- **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.
- **Poster:** Your poster will be presented to a wide audience. The poster as a whole is a group grade for 10 points.
- **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 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 points	Point deductions
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>) 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.

### 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.

### 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>).

### Final Exam:

The final exam date and time is set by the university at the beginning of the semester and may not be changed by the instructor. This schedule can be found on the university website and in the course calendar. No requests for early examinations will be approved. Only in the case that a student is required to take three exams during the same day of finals week, is an instructor authorized to consider changing the exam date and time for that particular student.

11-Jan	12-Jan	13-Jan	14-Jan	15-Jan
Introduction Selection of Skill Presentations Problem Statement	Meet with Dr. Mood about project	Problem Statement Due Gnatt Chart discussion	Skill Presentations	Ethics presentation discussion Gnatt Charts Due Weekly Report Due
18-Jan	19-Jan	20 - Jan	21-Jan	22-Jan
no class	Technical Papers, Good Sources and 6 Points of an Abstract	Abstract draft peer review	Abstract due Intro discussion	Ethics presentations Weekly Report Due
25-Jan	26-Jan	27-Jan	28 - Jan	29-Jan
Peer review Intro	Methods discussion	Mid semester presentation (all labs should be implemented)	Methods peer review	Poster discussion Methods due

	Intro Due	and some drafts of labs should be redone here)		Weekly Report Due
1-Feb	2-Feb	3-Feb	4-Feb	5-Feb
Results discussion Draft Poster due	Results peer review	Results due Elevator pitch discussion	Elevator pitch said in class Conclusion discussion	Conclusion peer review is due with the paper (Friday) Weekly Report Due
8-Feb	9-Feb	10-Feb	11-Feb	12-Feb
Poster Presentations		Final version of labs turned in	Final Presentation	Final Paper Due Weekly Report Due