

	<p><b>Department of Mathematical, Information, and Computer Sciences</b></p> <p><b>CSC/MTH/ISS 4081: Senior Seminar</b></p> <p><b>Number of Units: 1</b></p>
<p><b>Spring 2022 </b></p>	

<b>Meeting days: M</b>	<b>Instructor: Dr. Catherine Crockett</b>
<b>Meeting times: 4:05-5:15</b>	<b>Phone: 619-849-2723</b>
<b>Meeting location: RS 265</b>	<b>Email: catherinecrockett@pointloma.edu</b>
<b>Office Hours Zoom:</b>	<b>Office hours: By appointment on Zoom</b>

**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.

## **HEALTH AND SAFETY UPDATE**

It is expected that all students will abide by the health and safety standards set by the university. Here is a link to the most current [Health and Safety Guidelines](#).

## **COURSE DESCRIPTION**

This one-unit capstone course is a seminar in which students give lectures on topics of general interest in computer science, information systems and mathematics. Issues related to vocation are discussed.

Prerequisites: Senior standing or Junior standing if a December graduate.

## **COURSE LEARNING OUTCOMES**

This class is a capstone course for our majors. The learning outcomes are:

- Students will be able to apply their technical knowledge to solve problems.
- Students will be able to speak about their work with precision, clarity and organization.
- Students will be able to write about their work with precision, clarity and organization.
- Students will be able to identify, locate, evaluate, and effectively and responsibly use and cite information for the task at hand.
- Students will be able to gather relevant information, examine information and form a conclusion based on that information.
- 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 text books for this class. There will be readings uploaded in Canvas as well as reading for the specific topic that you will be using for your final report.

## **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 1 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 37.5 total hours meeting the course learning outcomes. The time estimations are provided in the Canvas modules.

## **ASSESSMENT AND GRADING**

This class is graded pass/fail as determined by requirements described in this syllabus and on the class schedule. You will have a number of intermediate assignments that you must complete and turn in via Canvas. **Note that there are four ways to fail:**

1. **Lack of participation** (3 strikes and you can fail: you can get a strike for missing class, failing to turn in a vocation or mock interview reflection on time (or several sub-par reflections), missing the syllabus quiz, or consistently not being mentally present during class - being distracted by texting, emailing, social media).
2. Missing the **mock interview**
3. Missing the **GE exam**
4. Getting a poor grade on **Oral or Written presentation**. (This obviously includes not actually completing the Oral or Written presentations)

Regarding the Oral and Written presentations, you will not get credit for an item unless it appears to your advisor that the expected amount of time, as defined below, has been spent on each item.

In depth reading/outline prep	10 hours
First paper draft	5 hours
PowerPoint draft	4 hours
PPT/Paper revisions	6 hours

**For each day that an assignment related to these presentations is late, one page will be added to the length of the written report.** For example, if the paper outline is 2 days late, and the PowerPoint draft is 1 day late, you will have to write 3 extra pages.

The rubrics use a 1-4 grading scale with 4 being a high score. You will not pass if you receive an average of less than 2.5 on either your written report or your oral report. You can see the rubrics in the module for week 1.

Note that you get a number grade for each assignment. These grades are just so I can keep track of what was turned in, and the quality of the work turned in. They are only indirectly related to the final grade.

**Point Loma Nazarene University Spring 2022 General Education Exam:** As per the assessment requirements of the school, a GE exam will be administered in an effort to determine how well our GE classes have met PLNU's objectives. The date is April 19. Class will be from 4:00-5:30 on that day.

If you do not take the exam, this is grounds for failing the class. Late exams may be taken only by prior arrangement or with a documented emergency. I must participate in the decision for you to miss the exam; this means that you need to contact me before missing the exam.

**Writing About Vocation:** You will be given a weekly reading assignment from one of the two texts on vocation. Along with that reading you will be given a list of questions for reflection. Your responses to those comments are due at 11:59 p.m. on the Friday night before the next class

(see schedule for the readings). Inadequate participation in written assignments could lead to a failing grade.

**Mock Interviews:** Everyone in the class will be expected to schedule a mock interview and resume review through the Office of Strengths and Vocation (OSV). Details will be handed out in class.

**Senior Seminar Written and Oral Report:** Near the start of the semester you will work with a faculty member in your major to select a topic for giving a written (min 9 pages including abstract, bibliography, and table of contents) and an oral (10 minutes + 3 minutes for questions) report. This should be done using technology and terminology standard to your discipline. The reports will be scored by faculty using rubrics (which are included in the module for week 1). Your topic must include things that you have learned outside of regular coursework. You may report on your honors thesis, your service learning project, your internship, or a topic from your discipline that you want to learn more about. If the report is based on work done with a group, you must do your own unique presentation and report. The material must not overlap substantially with material presented by others in the class. It may be necessary to do additional work or to concentrate on different aspects of your project. Be sure to discuss this with your advisor before working on your report or presentation.

**Written Report Instructions:** You will be writing a paper of at least 9 pages in length (including abstract, bibliography, and table of contents). Please be sure to pay attention to all of the critical elements of a well written paper:

- Clear structure that includes an abstract, table of contents, clear sections, a summary/conclusion and a bibliography)
- A clear statement at the beginning of the paper about the main topic covered by the paper
- Carefully crafted language
- Good transitions between sections
- Appropriate grammar and spelling
- Do not use the first person in writing the paper, good scientific writing is always in the third person. Your paper should not read like a summer travel log.
- Careful use of references to support your points. Ideas should be attributed and references should be quoted or cited in the body of the paper as appropriate and there should be a link between the citation and the bibliography (pick one style and stick with it - MLA or APA is fine).
- You should not just report the ideas of others but should synthesize them to draw your own conclusions.

**It goes without saying that the content should be true and substantive.**

Before you turn in your paper, look at the Written Report rubrics and verify that you have covered all topics. Note that your paper will be discussed in class with your advisor. You should make adjustments to your paper based on that input. What to turn in: Your final paper and your self-assessment of your own work using the Written Report Rubrics should be turned in via Canvas.

**Oral Presentation Instructions:** You will give a 13 minute presentation on your topic in class (10 minutes of presentation and 3 minutes for questions). Here are some important things to keep in mind:

- You should focus on extracting the most relevant information from your paper for the presentation.
- 15 minutes is a much shorter period of time than you imagine, practice repeatedly and time yourself.
- Project your slides in a classroom and stand at the back of the room. Can you see all important graphics and figures? If not, make the text larger.
- Find ways to engage the class. Have them do an activity, answer a question, make a guess about an example, etc.
- You should not read your slides during the presentation. You should be familiar with the material and the order of the slides so that you can make eye contact with the class. Practice, practice, practice.
- While you are practicing, have someone record you using a phone or camera. When you look at yourself talking you will gain some insights about good and bad habits and can prepare your final talk accordingly.
- Empty your pockets.... One of the most annoying ticks that people display when giving a talk is rattling keys, change, etc. in their pockets. Remove the temptation.

Be sure to take a look at the Oral Presentation Rubric before you give your presentation. The rubric will guide you in making sure that your slides are well prepared and that you are ready to talk to a group.

What to turn in: A final copy of your PowerPoint slides via Canvas.

**Final Exam: Monday June 7 4:30-7:00 pm**

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. Point Loma Nazarene University Spring 2021. 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. We will meet at the final exam time for a “summative experience.”

## **INCOMPLETES AND LATE ASSIGNMENTS**

The policy for incomplete and late assignments is detailed earlier in this document. In summary, vocation readings that are late or missed count as a strike. Three strikes will likely result in a failure of the class. A missing presentation will also result in failure of the class, as will missing the GE exam or a mock interview. Late assignments related to the oral and written presentations will result in extra pages for the written paper.

Additionally, a missed oral presentation can be re-scheduled once at a cost of 3 written pages. The written paper with any required additional pages will not be accepted after 5/14 (one week late).

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

## **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](#) for definitions of kinds of academic dishonesty and for further policy information.

## PLNU ACADEMIC ACCOMMODATIONS POLICY

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities. 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) ([Links to an external site.](#)) or 619-849-2486). Once a student's eligibility for an accommodation has been determined, the EAC will issue an academic accommodation plan ("AP") to all faculty who teach courses in which the student is enrolled each semester.

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 and/or if they do not wish to utilize some or all of the elements of their AP in that course.

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 assure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the EAC.

## PLNU ATTENDANCE AND PARTICIPATION POLICY

For remote students:

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.

When we can go face-to-face:

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](#) 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 Point Loma Nazarene University Spring 2021 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](#)

## **USE OF TECHNOLOGY**

Since most courses will have online components, in order to be successful in the online environment, you'll need to meet the minimum technology and system requirements; please refer to the [Technology and System Requirements](#) information. Additionally, students are required to have headphone speakers compatible with their computer available to use. If a student is in need of technological resources please contact [student-tech-request@pointloma.edu](mailto:student-tech-request@pointloma.edu).

Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or completing your class work.

Course: Senior Seminar- Spring 2022

Week	Synchronous	Assignment – due Friday
1	1/11 ( Meet on Tuesday) Orientation Student introductions	Syllabus quiz Report topic and advisor suggestions Reflection on first Vocational reading
2	No class meeting  Vocational discussion Ethics assessment	Reflections from second Vocation reading
3	1/24- <b>Rebecca</b> Vocation discussion Determine topics and advisors Resume/cover letter discussion	Reflections on third Vocation reading Resume draft, cover letter draft
4	1/31 Vocation Discussion Report outline & topic Peer review of resume/cover letter Sign up for mock interviews	No vocation reading this week  Set up time to review resume, cover letter and outline with advisor after peer review  Outline for final report draft #1
5	2/7- Reminder to sign up for practice interviews Peer review of report outline Discuss presentation & paper	Reflections on fourth Vocation reading Final Resume Final Cover Letter
6	2/14- <b>practice interviews</b> Vocation discussion Practice interviews with OSV sometime this week Presentation dates determined – Talk about paper and presentation	Reflections on fifth vocation reading Work on paper and ppt drafts Final report outline. Set up time for meeting with advisor to go over drafts
7	2/21 Vocation discussion  IS testing	No vocation reading this week Reflection on Practice interview PowerPoint draft #1 due – <del>And both checked by advisor</del>
8	2/28 GE Test Class from 4:00-5:30	Written Report draft #1 due
Spring Break 3/7 to 3/11		

9	3/14 4 student presentations	Reflections on sixth Vocation reading
10	3/21 Vocation discussion 4 student presentations	No vocation reading this week Written report draft #2 due
11	3/28 4 students present	Reflections on seventh reading
12	4/4 Vocation discussion 4 students present	Self- Evaluation of Written Report Using Rubric
13	4/11 4 students present Final Written Report due on Wednesday	Easter break- Good Friday
14	4/18 Easter Break- no class	Final vocation questions due
15	4/25 Vocation discussion 4 students present	Final PPT due
Finals	3 students present Summative experience	