


Syllabus Details

	<p>Mathematical, Information and Computer Sciences</p> <p>ISS4072 Internship in Information Systems</p> <p>Number of Units 2</p> <p>Hybrid</p>
<p style="text-align: center;">Spring 2023</p>	

Instructor: Dr. Maria Zack

Phone: 619.849.2458

Email: mzack@pointloma.edu

Office hours:

On Zoom - [Click here for appointment \(https://calendar.google.com/calendar/selfsched?sstoken=UUphMmZJc2tIVTFKfGRIZmF1bHR8YTE5OTI3YWQxZDFhZDc4MDExZWQ5ZjU3MDRhNmNkNTI\)](https://calendar.google.com/calendar/selfsched?sstoken=UUphMmZJc2tIVTFKfGRIZmF1bHR8YTE5OTI3YWQxZDFhZDc4MDExZWQ5ZjU3MDRhNmNkNTI)

These are the times that I work to hold open for appointments. If none of them work you can email me to see if we can find another time. Please note that some sessions are Zoom only and are shown with the statement "Zoom only" after the time. The others can be Zoom or In-Person.

Monday 11:00 AM -12:00 PM and 2:30-3:00 PM (Zoom only)

Tuesday 7:30-8:30 AM and 4:30-5:30 PM (Zoom only)

Wednesday 11:30 AM - 12:00 PM and 5:00-6:00 PM (Zoom only)

Thursday 8:30-9:30 AM (Zoom only) and 4:00-5:30 PM

Friday 10:30 AM - 12:00 PM

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

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
Total Hours	96

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.*

- **Ethics Assignment:** There will be an assignment due at the end of the semester that will ask you to consider some of the ethical issues that you observed or encountered during 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	35
Paper Outline	10
Paper Draft	10
Final Paper	30
Ethics	10
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

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

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.

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

PLNU strives to be a place where students grow as whole persons. To this end, we provide resources for our students to encounter God and grow in their Christian faith.

If you have questions, a desire to meet with the chaplain, or if you have prayer requests, you can contact the **Office of Student Life and Formation** (<https://www.pointloma.edu/offices/student-life-formation>).

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 \(https://www.pointloma.edu/offices/office-institutional-effectiveness-research/disclosures\)](https://www.pointloma.edu/offices/office-institutional-effectiveness-research/disclosures) to view which states allow online (distance education) outside of California.

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 \(https://catalog.pointloma.edu/content.php?catid=52&navoid=2919#Academic_Honesty\)](https://catalog.pointloma.edu/content.php?catid=52&navoid=2919#Academic_Honesty) 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>) 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.

SEXUAL MISCONDUCT AND DISCRIMINATION

Point Loma Nazarene University faculty are committed to helping create a safe learning environment for all students. If you (or someone you know) have experienced any form of sexual discrimination or misconduct, including sexual assault, dating or domestic violence, or stalking, know that help and support are available through the Title IX Office at pointloma.edu/Title-IX (<http://pointloma.edu/Title-IX>). Please be aware that under Title IX of the Education Amendments of 1972, it is required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Counseling Services at counselingservices@pointloma.edu (<mailto:counselingservices@pointloma.edu>) or find a list of campus pastors at pointloma.edu/title-ix (<http://pointloma.edu/title-ix>).

PLNU ATTENDANCE AND PARTICIPATION POLICY

Regular and punctual attendance at all class sessions is considered essential to optimum academic achievement. If the student is absent for more than 10 percent of class sessions, the faculty member will issue a written warning of 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.

In some courses, a portion of the credit hour content will be delivered **asynchronously** and attendance will be determined by submitting the assignments by the posted due dates. See [Academic Policies](https://catalog.pointloma.edu/content.php?catoid=52&navoid=2919#Class_Attendance) (https://catalog.pointloma.edu/content.php?catoid=52&navoid=2919#Class_Attendance) in the Undergraduate Academic Catalog. If absences exceed these limits but are due to university excused health issues, an exception will be granted.

Asynchronous Attendance/Participation Definition

A day of attendance in asynchronous content is determined as contributing a substantive note, assignment, discussion, or submission by the posted due date. Failure to meet these standards will result in an absence for that day. Instructors will determine how many asynchronous attendance days are required each week.

USE OF TECHNOLOGY

In order to be successful in the online or hybrid environment, you'll need to meet the minimum technology and system requirements; please refer to the [***Technology and System Requirements***](#)

(<https://help.pointloma.edu/TDClient/1808/Portal/KB/ArticleDet?ID=108349>)_information. Additionally, students are required to have headphone speakers, microphone, or webcams compatible with their computer available to use. Please note that any course with online proctored exams require a computer with a camera (tablets are not compatible) to complete exams online.

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

ISS4072C-1 SP23 - Internship In Computer Information Systems

[Jump to Today](#)

 [Edit](#)

COURSE SCHEDULE AND ASSIGNMENTS


The full course syllabus may be found here: [Syllabus](#)
(<https://canvas.pointloma.edu/courses/66342/pages/syllabus-details>)

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](#).
(<https://canvas.pointloma.edu/courses/66342/modules>)














(<https://canvas.pointloma.edu/courses/66342/files/6067554/download?wrap=1>)





Quick Links to Resources

[Netiquette Guidelines](#) (<https://canvas.pointloma.edu/courses/51883/pages/netiquette-guidelines>) | [Help & Technical Support](#)
(<https://canvas.pointloma.edu/courses/51883/pages/help-resources-and-technical-support>) | [Technology & System Requirements](#) (<https://canvas.pointloma.edu/courses/51883/pages/technology-and-system-requirements>) | [Canvas Student Guides](#)  (<https://community.canvaslms.com/community/answers/guides/content?filterID=contentstatus%5Bpublished%5D~category%5Bcanvas-student-guide%5D>)

Course Summary:

Date	Details	Due
Wed Jan 18, 2023	 Week 1 Time Sheet (https://canvas.pointloma.edu/courses/66342/assignments/879175)	due by 11:59pm
Fri Jan 20, 2023	 Contract Work (https://canvas.pointloma.edu/courses/66342/assignments/879169)	due by 5pm
	 Location Paperwork (https://canvas.pointloma.edu/courses/66342/assignments/879172)	due by 5pm
Wed Jan 25, 2023	 Week 2 Time Sheet (https://canvas.pointloma.edu/courses/66342/assignments/879182)	due by 11:59pm
Wed Feb 1, 2023	 Week 3 Time Sheet	due by 11:59pm

Date	Details	Due
	(https://canvas.pointloma.edu/courses/66342/assignments/879183)	
Wed Feb 8, 2023	 Week 4 Time Sheet (https://canvas.pointloma.edu/courses/66342/assignments/879184)	due by 11:59pm
Fri Feb 10, 2023	 Schedule a Meeting To Discuss Reading (https://canvas.pointloma.edu/courses/66342/assignments/879174)	due by 11:59pm
Wed Feb 15, 2023	 Week 5 Time Sheet (https://canvas.pointloma.edu/courses/66342/assignments/879185)	due by 11:59pm
Wed Feb 22, 2023	 Week 6 Time Sheet (https://canvas.pointloma.edu/courses/66342/assignments/879186)	due by 11:59pm
Wed Mar 1, 2023	 Week 7 Time Sheet (https://canvas.pointloma.edu/courses/66342/assignments/879187)	due by 11:59pm
Wed Mar 8, 2023	 Week 8 Time Sheet (https://canvas.pointloma.edu/courses/66342/assignments/879188)	due by 11:59pm
Wed Mar 15, 2023	 Week 9 Time Sheet (https://canvas.pointloma.edu/courses/66342/assignments/879189)	due by 11:59pm
Sun Mar 19, 2023	 Paper Outline (https://canvas.pointloma.edu/courses/66342/assignments/879173)	due by 11:59pm
Wed Mar 22, 2023	 Week 10 Time Sheet (https://canvas.pointloma.edu/courses/66342/assignments/879176)	due by 11:59pm
Wed Mar 29, 2023	 Week 11 Time Sheet (https://canvas.pointloma.edu/courses/66342/assignments/879177)	due by 11:59pm
Fri Mar 31, 2023	 Draft of Paper (https://canvas.pointloma.edu/courses/66342/assignments/879170)	due by 11:59pm
Wed Apr 5, 2023	 Week 12 Time Sheet (https://canvas.pointloma.edu/courses/66342/assignments/879178)	due by 11:59pm
Wed Apr 12, 2023	 Week 13 Time Sheet (https://canvas.pointloma.edu/courses/66342/assignments/879179)	due by 11:59pm

Date	Details	Due
Wed Apr 19, 2023	 <u>Week 14 Time Sheet</u> (https://canvas.pointloma.edu/courses/66342/assignments/879180)	due by 11:59pm
Fri Apr 21, 2023	 <u>Final Paper</u> (https://canvas.pointloma.edu/courses/66342/assignments/879171)	due by 11:59pm
	 <u>Ethics</u> (https://canvas.pointloma.edu/courses/66342/assignments/879190)	due by 11:59pm
Wed Apr 26, 2023	 <u>Week 15 Time Sheet</u> (https://canvas.pointloma.edu/courses/66342/assignments/879181)	due by 11:59pm