Point Loma Nazarene University

Mathematical, Information and Computer Sciences

ISS4072 Internship in Information Systems

Number of Units 2

Online with Possible In Person Work at Internship Site

Fall 2024

Instructor: Dr. Maria Zack	
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Office hours: **Office**: Rohr Science 246 On Zoom - [Click here for appointment](#) 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 8:00-9:00 AM and 2:30-3:30 PM Tuesday 9:00-10:00 AM and 11:00 AM - 12:00 PM Wednesday 5:00-6:00 PM (Zoom only) Thursday 12:30-1:30 (Zoom only) Friday 10:30 AM - 12:00 PM starting 9/20.	

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	

Standard Grade Scale Based on Percentages				
	A	B	C	D	F
	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	

INCOMPLETES AND LATE ASSIGNMENTS

All assignments are to be submitted/turned in by the due date 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.

SPRITUAL 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 you have questions, a desire to meet with the chaplain or have prayer requests you can contact your professor or the Office of Spiritual Life and 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 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. For all student appeals, faculty and students should follow the procedures outlined in the University Catalog. See Academic PoliciesLinks to an external site. for definitions of kinds of academic dishonesty and for further policy information.

ARTIFICIAL INTELLIGENCE (AI) POLICY

You are allowed to use Artificial Intelligence (AI) tools (e.g., ChatGPT, Gemini Pro 1.5, GrammarlyGo, Perplexity, etc) to generate ideas or look for references, but you are not allowed to use AI tools to generate content (text, video, audio, images, etc.) that will end up in any work submitted to be graded for this course. If you have any doubts about using AI, please gain permission from the instructor.

PLNU ACADEMIC ACCOMODATIONS POLICY

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities in accordance with the Americans with Disabilities Act (ADA). Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center (EAC@pointloma.edu or 619-849-2486). Once a student's eligibility for an accommodation has been determined, the EAC will work with the student to create an

Accommodation Plan (AP) that outlines allowed accommodations. The EAC makes accommodations available to professors at the student's request.

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. Accommodations are not retroactive so clarifying with the professor at the outset is one of the best ways to promote positive academic outcomes.

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. Students cannot assume that because they had accommodations in the past, their eligibility at PLNU is automatic. All determinations at PLNU must go through the EAC process. This is to protect the privacy of students with disabilities who may not want to disclose this information and are not asking for any special accommodations.

LANGUAGE AND BELONGING

Point Loma Nazarene University faculty are committed to helping create a safe and hospitable learning environment for all students. As Christian scholars we are keenly aware of the power of language and believe in treating others with dignity. As such, it is important that our language be equitable, inclusive, and prejudice free. Inclusive/Bias-free language is the standard outlined by all major academic style guides, including MLA, APA, and Chicago, and it is the expected norm in university-level work. Good writing and speaking do not use unsubstantiated or irrelevant generalizations about personal qualities such as age, disability, economic class, ethnicity, marital status, parentage, political or religious beliefs, race, gender, sex, or sexual orientation. Inclusive language also avoids using stereotypes or terminology that demeans persons or groups based on age, disability, class, ethnicity, gender, race, language, or national origin. Respectful use of language is particularly important when referring to those outside of the religious and lifestyle commitments of those in the PLNU community. By working toward precision and clarity of language, we mark ourselves as serious and respectful scholars, and we model the Christ-like quality of hospitality.

If you (or someone you know) have experienced a bias incident regarding language, you can find more information on reporting and resources at www.pointloma.edu/bias.

SEXUAL MISCONDUCT AND DISCRIMINATION

In support of a safe learning environment, 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 accommodations and resources are available through the Title IX Office at pointloma.edu/Title-IX. Please be aware that

under Title IX of the Education Amendments of 1972, faculty and staff are 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 or find a list of campus pastors at pointloma.edu/title-ix.

If you (or someone you know) have experienced other forms of discrimination or bias, you can find more information on reporting and resources at www.pointloma.edu/bias

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 withdrawal date or, after that date, receive an "F" grade.

PLNU Course Modality Definitions

1. Online Courses: These are courses with class meetings where all instruction and interaction is fully online.
     o Synchronous Courses: At least one class meeting takes place at a designated time.
     o Asynchronous Courses: All class meetings are asynchronous.
2. Hybrid Courses: These are courses with class meetings that take place both in the classroom and online synchronously and/or asynchronously.
3. In-Person Courses: These are courses that meet in person with the instructor and students in a physical classroom setting. With approval by the area dean, this may include up to 25% of qualified class interactions through a Learning Management System (such as Canvas).

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 PoliciesLinks to an external site. in the Undergraduate Academic Catalog.

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* 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 requires a computer with a camera (tablets are not compatible nor allowable) 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.

LOMA WRITING CENTER

The Loma Writing Center exists to help all members of the PLNU community cultivate transferable writing skills to engage their academic, professional, personal, and spiritual communities. We work toward this goal by conducting one-on-one consultation sessions, supporting writing education across the PLNU community, and participating in ongoing writing center research.

Getting feedback from the Loma Writing Center while you're in the process of working on an assignment is a great way to improve the quality of your writing and develop as a writer. You are encouraged to talk with a trained writing consultant about getting started on an assignment, organizing your ideas, finding and citing sources, revising, editing for grammar and polishing final drafts, and more. For information about how to make in-person or online appointments, see Loma Writing Center webpage or visit the Loma Writer Center on the first floor of the Ryan Library, room 221.

- Appointment Calendar: https://plnu.mywconline.com/Links to an external site.
- Website: https://www.pointloma.edu/centers-institutes/loma-writing-center
- Email: writingcenter@pointloma.edu

Course Summary:

Date	Details	Due
Fri Sep 6, 2024	Assignment Location Paperwork	due by 5pm
Wed Sep 11, 2024	Assignment Week 1 Time Sheet	due by 11:59pm

Date	Details	Due
Fri Sep 13, 2024	Assignment [Contract Work](#)	due by 5pm
Wed Sep 18, 2024	Assignment [Week 2 Time Sheet](#)	due by 11:59pm
Wed Sep 25, 2024	Assignment [Week 3 Time Sheet](#)	due by 11:59pm
Fri Sep 27, 2024	Assignment [Schedule a Meeting To Discuss Reading](#)	due by 11:59pm
Wed Oct 2, 2024	Assignment [Week 4 Time Sheet](#)	due by 11:59pm
Wed Oct 9, 2024	Assignment [Week 5 Time Sheet](#)	due by 11:59pm
Wed Oct 16, 2024	Assignment [Week 6 Time Sheet](#)	due by 11:59pm
Wed Oct 23, 2024	Assignment [Week 7 Time Sheet](#)	due by 11:59pm
Wed Oct 30, 2024	Assignment [Week 8 Time Sheet](#)	due by 11:59pm
Sun Nov 3, 2024	Assignment [Paper Outline](#)	due by 11:59pm
Wed Nov 6, 2024	Assignment [Week 9 Time Sheet](#)	due by 11:59pm
Wed Nov 13, 2024	Assignment [Week 10 Time Sheet](#)	due by 11:59pm
Fri Nov 15, 2024	Assignment [Draft of Paper](#)	due by 11:59pm
Wed Nov 20, 2024	Assignment [Week 11 Time Sheet](#)	due by 11:59pm
Wed Nov 27, 2024	Assignment [Week 12 Time Sheet](#)	due by 11:59pm
Wed Dec 4, 2024	Assignment [Week 13 Time Sheet](#)	due by 11:59pm

Date	Details	Due
Wed Dec 11, 2024	Assignment [Week 14 Time Sheet](#)	due by 11:59pm
Fri Dec 13, 2024	Assignment [Final Paper](#)	due by 11:59pm
Wed Dec 18, 2024	Assignment [Ethics](#)	due by 11:59pm
	Assignment [Week 15 Time Sheet](#)	due by 11:59pm