

Syllabus for IST 440W, Spring 2016

Section 3: M-W 4:15 PM - 5:30 PM

Room: 202 IST Building

Instructor	Nick Giacobe, Ph.D. Lecturer and Research Associate nxg13@ist.psu.edu ¹
Office	102 E Information Sciences and Technology Building
Phone	814-865-8233
Instructor Office Hours	Wednesdays 10am – Noon or BY APPT
Teaching Assistants	Jon Becker Contact Through ANGEL ¹
Office	Location 321D IST Building
Office Hours	BY APPT
Readings and Websites	Material is posted on ANGEL
Pre-Requisites	<ul style="list-style-type: none">• ENGL 202C or ENGL 202D• Seventh-semester standing• Five common course requirements plus at least three of the required courses in an option

Course Goals and Objectives

This course is the undergraduate capstone for Information Sciences and Technology majors in the Baccalaureate degree. It requires students to work collaboratively in teams of 4-6 students. Each team self-selects (with instructor approval) a significant real-world problem or issue for a real-world customer in which information technology is part of the solution. Teams will conduct a project crossing at least two components of the system development lifecycle (SDLC). The team will communicate its results clearly to a variety of audiences within an organization. Major topics in this course include: review of problem-based and case-based learning; overview of project management practices; assessment of organizational and technical issues posed by the scenario; development and testing of work plans and analysis of options; communication within the group; communication within a management environment; and presentation of results to a variety of audiences inside and outside the organization.

IST students need to understand the organizational and social contexts in which technology functions. Indeed, many technology problems are multi-dimensional--they have an economic dimension, a legal dimension, a security dimension, a human resources dimension, and so on. This course will require students to analyze, evaluate, and test alternative solutions and to weigh their advantages and disadvantages for the organization.

Students will be evaluated in three ways: by how appropriately their team's solution addresses the socio-technical problem; by the quality of the students' written and oral presentations; and by the quality of their project management and internal communication. Students will write substantial submissions according to

¹ All email to the instructor regarding this course should be sent through the email communication facility in ANGEL. You may email the instructor or TA individually or "All Course Faculty" to reach both of us.

weekly prompts, submit status update reports and contribute to team writing activities. Other technologies will be used as required by the project.

Methods for Learning and Teaching

Assignments and Deliverables

Your grade in this course will be derived from four different types of work. They include:

Individual Writing Assignments – Ten (10) each	50 Points Each	500	points
Team Progress Reports – Two (2) each	50 Points Each	100	points
Team Deliverables – Three (3) each*	100 Points Each	300	points
Final Presentation*	100 Points	100	points
Total		1000	points

** A portion of this grade will be allocated to team member reviews of individual student performance.*

Note: There may be extra credit opportunities available during the semester. Those opportunities will be announced in class.

Grade Scale

Letter grades will be assigned based on the following scale:

A	93% to 100%
A-	90% to 92.9%
B+	87% to 89.9%
B	83% to 86.9%
B-	80% to 82.9%
C+	77% to 79.9%
C	70% to 76.9%
D	60% to 69.9%
F	less than 60%

Late Work

Late assignments will not be accepted except under the unusual circumstances below.

Pre-approval for late submissions **may** be offered for official university travel (sports teams, clubs, etc.), religious observance and for out-of-town interviews for internships or jobs. Students **can** **REQUEST one week prior to the class period** by emailing “all course faculty” in ANGEL.

For cases of extreme illness, injury or family emergency, students may request excused late submissions by emailing “all course faculty” in ANGEL, **prior to** the assignment’s due date.

Claims of technical system faults (ANGEL, Personal Computer) are generally not acceptable.

Course Schedule

The rough course schedule is below. The instructor reserves the right to modify the schedule. The up-to-date schedule will be posted on ANGEL. Changes to the schedule will be announced in class.

Week	Day	Topic	Team Deliverables (Thursday Midnight)	Individual Assignments (Sunday Midnight)
Week 1	11-Jan	Syllabus, Class Rules, Introduction to the Project and Writing Activities		None
	13-Jan	Time Management, Covey Style		
Week 2	18-Jan	MLK Day - No Class	Submit Requests for Teammates and Topics	Writing 1: Bio Sketch
	20-Jan	The SDLC and Team Project Selection		
Week 3	25-Jan	Getting to the Point	Weekly Progress Report #1	Writing 2: Bottom Line Up Front (BLUF)
	27-Jan	How to Evaluate "The Offer"		
Week 4	1-Feb	Conducting a Peer Review	Phase 1 - Problem Statement Report Requests for Schedule Time for Team Project - Problem Statement Review Weekly Progress Report #2	Writing 3: Peer Review of BLUF
	3-Feb	Working SMART		

Week 5	15-Feb	The difference between professionals and amateurs	Weekly Progress Report #3 Project: Problem Statement Review Meeting	Writing 4: Finalize BLUF
	17-Feb	Writing in Active Voice		
Week 6	22-Feb	Getting along with others	Weekly Progress Report #4 Project: Project Design Project: Request Time for Design Review	
	24-Feb	Articulation Work		
Week 7	29-Feb	Go see it for yourself	Weekly Progress Report #5 Project: Design Review Meeting	Writing 5: Writing in Active Voice
	2-Mar	Describing your work is a part of a grander scheme		
Week 8	7-Mar	Traveling for Business	Weekly Progress Report #6	Writing 6: Peer Review of Active Voice
	9-Mar	Under Promise, Over Deliver		
Week 9	14-Mar	Just Do It	Weekly Progress Report #7	Writing 7: Revision of Active Voice
	16-Mar	Topic TBD		Writing 8: What's in your Professional Toolkit?
Week 10	21-Mar	Product Management	Weekly Progress Report #8	Writing 9: Peer Review of "What's in Your Professional Toolkit?"
	23-Mar	Topic TBD		
Week 11	28-Mar	Group Project Work Day / Additional Topic TBD	Weekly Progress Report #9	Writing 10: Revision of "What's in Your Professional Toolkit?"
	30-Mar	Group Project Work Day / Additional Topic TBD		
Week 12	4-Apr	Group Project Work Day / Additional Topic TBD	Weekly Progress Report #10	
	6-Apr	Group Project Work Day / Additional Topic TBD		

Week 13	11-Apr	Group Project Work Day / Additional Topic TBD	Weekly Progress Report #11	
	13-Apr	Group Project Work Day / Additional Topic TBD		
Week 14	18-Apr	Group Project Work Day / Additional Topic TBD	Final Report (Progress Report #12)	
	20-Apr	Group Project Work Day / Additional Topic TBD		
Week 15	25-Apr	Final Project Presentations		
	27-Apr	Final Project Presentations		

Course Policies

Attendance

To encourage attendance, the instructor may add bonus quizzes and assign bonus points based on attendance.

Academic Integrity

The College of IST is committed to maintaining academic integrity in this and all other courses it offers. IST takes academic integrity matters seriously. Academic integrity - scholarship free of fraud and deception - is an important educational objective of Penn State. Academic dishonesty can lead to a failing grade or referral to the [Office of Student Conduct](#). Academic dishonesty includes, but is not limited to:

- Cheating
- Plagiarism
- Fabrication of information or citations
- Facilitating acts of academic dishonesty by others
- Unauthorized prior possession of examinations
- Submitting the work of another person or work previously used without informing the instructor and securing written approval
- Tampering with the academic work of other students

In cases where academic integrity is questioned, [Penn State's policy on academic integrity](#) requires that the instructor give the student notice of the charge as well as the recommended sanction. Procedures allow the student to accept or contest the charge through discussions with the instructor. If a student chooses to contest, the case will then be managed by the respective College or Campus Academic Integrity Committee. If a disciplinary sanction also is recommended, the case will be referred to the [Office of Student Conduct](#).

All Penn State colleges abide by this Penn State policy, but review procedures vary by college when academic dishonesty is suspected. Information about Penn State's academic integrity policy and college review procedures is included in the information students receive upon enrolling in a course.

Additionally, students enrolled at Penn State are expected to act with civility and personal integrity; respect other students' dignity, rights, and property; and help create and maintain an environment in which all can succeed through the fruits of their own efforts. An environment of academic integrity is requisite to respect for self and others, and a civil community.

For more information on academic integrity at IST and Penn State, please visit:

- http://ist.psu.edu/students/academic_integrity
- <https://handbook.psu.edu/content/academic-integrity>
- <http://www.psu.edu/oue/aappm/G-9-academic-integrity.html>
- <http://studentaffairs.psu.edu/conduct/>

Any violation of academic integrity will be investigated, and where warranted, punitive action will be taken. For **every** incident when a penalty of any kind is assessed, a report must be filed.

Accommodating Disabilities

Penn State welcomes students with disabilities into the University's educational programs. Every Penn State campus has an office for students with disabilities. The Office for Disability Services (ODS) Web site provides contact information for every Penn State campus: <http://equity.psu.edu/ods/disability-coordinator>. For further information, please visit the Office for Disability Services Web site: <http://equity.psu.edu/ods>.

In order to receive consideration for reasonable accommodations, you must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: <http://equity.psu.edu/ods/guidelines>. If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with an accommodation letter. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. You must follow this process for every semester that you request accommodations.

Americans with Disabilities Act: The College of IST welcomes persons with disabilities to all of its classes, programs, and events. If you need accommodations, or have questions about access to buildings where IST activities are held, please contact us in advance of your participation or visit. If you need assistance during a class, program, or event, please contact the member of our staff or faculty in charge. Access to IST courses should be arranged by contacting the Office of Human Resources, 332 Information Sciences and Technology Building, (814) 865-8949.

Nondiscrimination and Harassment

The University is committed to equal access to programs, facilities, admission and employment for all persons. It is the policy of the University to maintain an environment free of harassment and free of discrimination against any person because of age, race, color, ancestry, national origin, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, gender, perceived gender, gender identity, genetic information or political ideas. Discriminatory conduct and harassment, as well as sexual misconduct and relationship violence, violates the dignity of individuals, impedes the realization of the University's educational mission, and will not be tolerated.

This policy shall not be construed to restrict academic freedom at the University, nor shall it be to restrict constitutionally protected expression.

Conduct prohibited by this policy may also violate Title IX and Title VII, and other applicable federal and state law. Dr. Kenneth Lehrman III, Vice Provost for Affirmative Action is the Title IX Coordinator. Deputy Title IX Coordinators include Danny Shaha, Senior Director of the Office of Student Conduct and Kim Lantz Yoder, Equity Officer, Penn State College of Medicine. Additional information about how to contact these individuals, or to otherwise pursue or report a violation of this Policy, please see

Office of Multicultural Affairs, 332 Information Sciences and Technology Building, University Park, PA 16802; Tel 814-865-0077 or to the Office of Affirmative Action, 328 Boucke Building, University Park, PA 16802-5901; Telephone: 814-865-4700/V, 814-863-1150/TTY. For reference to the full policy: <http://guru.psu.edu/policies/ad85.html>

University-Wide Emergencies

In the case of a University-wide emergency, please refer to official university communication channels for information regarding campus closures and cancelations. For more general information about the emergency situation, please refer to: <http://news.psu.edu>. You can also follow Penn State on Twitter http://twitter.com/penn_state and on Facebook at <http://www.facebook.com/pennstate> for up-to-the minute information during emergencies.

PSU Alerts service is available at <http://psualerts.psu.edu>. This is a service designed to alert the Penn State community via text messages to cell phones when situations arise on campus that affect the ability of the campus - students, faculty and staff - to function normally.