

Franske ITC-2900 Syllabus

Information Technology Careers Capstone

ITC-2900 - 3 credits

Instructor: Dr. Ben Franske

Term: Spring 2020 (1/13/2020-5/14/2020)

Meetings: 1/14/2020 6-8pm, 5/1/2020 2:00-6:00pm

Location: B144

Information Technology & Careers



Important information: This syllabus is a dynamic web document which pulls information from a variety of current templates to provide the most up-to-date and accurate information about the course. The information on this page will not reflect the syllabus at the beginning or end of a specific term, but rather, the most current information. For more information see the [dynamic syllabi](#) page.



Contents

Instructor Contact Information

General Course Information

- Prerequisite(s)
- Course Description
- Required Materials
- Optional Materials
- Course Website(s)

Lab Hours

Course Objectives

Course Design

Assignments and Grading

- Late Assignments and Extensions
- Grading Scale
- Grading Method and Availability
- Extra Credit

Course and Campus Policies

- Attendance
- Use and Access to Technology
- Academic Integrity (Plagiarism and Cheating)
- Withdrawing from the Course
 - Last Date to Withdraw and Receive a Refund
- E-mail Communications
- Pass/Fail Grade Option

Access and Accommodations

Religious Accommodation Statement

Updates to this Syllabus

Instructor Contact Information

E-mail	ben@ihitc.net (when emailing please include your course number, section number and full name)
Office and Hours	Online office hours (email during these times and we can setup a Zoom or phone call) Mon 3:30-4:30pm, Tues 2-4pm, Weds 2-4pm Webcam/phone/in-person meetings also available other times by appointment.
Phones	Office: 651-450-3575 (leave a message with details and I will get back to you)

General Course Information

Prerequisite(s)

- ITC 2430
- ITC 2480
- Should be taken your LAST spring semester

Course Description

Provides students an opportunity to work with an inside or outside organization in a team environment on a course-long project. Focuses on concepts of problem identification, brainstorming, design, problem solving, teamwork, creativity and evaluation. Present findings in oral and written formats to faculty and industry representatives. This course integrates knowledge and skills attained throughout the Information Technology Careers programs and should be taken your final semester.

Required Materials

- External USB Drive, 8GB free minimum, flash drive or hard drive

Optional Materials

- None

Course Website(s)

- ITCwiki (<http://wiki.ihitc.net>)

Lab Hours

In addition to regularly scheduled class time a lab will be available for your use during during office hours on a first come, first served basis. Open lab time may also be available under the supervision of the lab assistant, see the [Open Lab Schedule](#) wiki page for more information. Students who do not show up for lab hours they have scheduled may be restricted from registering for lab hours in the future.

Course Objectives

The student will learn to:

- Apply design, problem solving and research skills to an information technology problem.
- Develop knowledge and research skills related to current and future trends in IT.
- Research industry trends and best practices.
- Develop a detailed project plan for an IT project.
- Effectively use written and oral communication skills.
- Demonstrate project management skills.
- Apply teamwork skills to an IT problem.
- Analyze project results.
- Synthesis of project results into presentation and report format.

Course Design

This course is a project oriented capstone course. You will be integrating skills from many of your other courses as well as researching and reporting out on new information. Your group will largely be responsible for setting your own schedule but will need to have regular meetings with your instructor on progress. Information about assignments that need to be completed is available on the course website.

Assignments and Grading

Grades will be determined by performance on a statement of work paper, project work log, final presentation, final written report, and peer evaluations. Information about specific assignments can be found on the course website. It is expected that assignments will be completed and turned in on time and as specified.

Failure to turn in one or more assignments without approval from the instructor may result in an additional lack of participation penalty of up to 20% of your course grade depending on the type of the assignment.

Late Assignments and Extensions

If assignments are turned in late 10% will be deducted for each day or partial day the assignment is late. **If you are turning in an assignment late you must contact the instructor for information before the due date. Failure to do so may result in additional penalties.** The grading of late assignments is given a lower priority and may take longer so students are encouraged to plan ahead and turn in assignments on time. Deadline extensions will not be given without written documentation from a licensed medical practitioner or other extenuating circumstances at the discretion of the instructor.

Grading Scale

A 100-90% B 89-80% C 79-70% D 69-65% F < 64%

A = achievement that is outstanding relative to the level necessary to meet course requirements.

B = achievement that is significantly above the level necessary to meet course requirements.

C = achievement that meets the course requirements in every respect.

D = achievement that is worthy of credit even though it fails to meet fully the course requirements.

F (or N) = Represents failure (or no credit) and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I (see also I).

I = (Incomplete) Assigned at the discretion of the instructor when, due to extraordinary circumstances, e.g., hospitalization, a student is prevented from completing the work of the course on time. Requires a written agreement between instructor and student.

Grading Method and Availability

Grades for this course are calculated based on a weighted points system. Each assignment, quiz or test is assigned to one of the weighted categories below and is graded on a points system. Your percentage is calculated for each category by dividing the points earned in that category by the points available. Your percentage earned in each category is then multiplied by the weight of that category and these are added together. The instructor may round up based on student participation and individual improvement.

Statement of Work	12%
Project Work Log & Progress Updates	25%
Presentations	25%
Final Written Report	25%
Participation & Peer Evaluation Writeups	13%

Because group work is a key component of this course your grade will be adjusted based on your performance as a member of the group. This is done by collecting peer evaluations at the end of the course and by observation of the instructor during progress checks. Your grade on the group portions of the course (Statement of Work, Presentations, Final Written Report) will be multiplied by a "peer adjustment factor" ranging from 0% to 100% where 100% means you were equal in your contributions to the group compared with other group members and 0% means you had no participation in group work. This peer adjustment factor will be determined by the instructor based on their observations, interactions with members of your groups, and formal and informal peer reviews. If you have concerns about a member of your group or your own level of participation you should bring them up with the other members of your group as well as the instructor sooner rather than later.

Due to the project and presentation nature of this class the majority of assignments are not due until the end of the course. As such it is not generally possible to determine your standing until the end of the semester. Any concerns you have about your progress and grade should be brought up with the instructor during the regular progress updates.

Extra Credit

Students should not rely on extra credit to boost their grade and should instead complete each assignment to the best of their ability. However, from time to time extra credit opportunities may arise at which time they will be announced in class, by email and/or through the course website. Extra credit will be added to the Participation & Peer Evaluation category.

Course and Campus Policies

Attendance

After the first class meeting formal attendance will not be taken; however, students are expected to arrive to class on time and participate in class. Students are expected to attend all sessions of each class in which they are enrolled. If attendance is a problem participation assignments may be given and included in the course grade. If an illness or emergency results in an absence, students should contact their instructors as soon as possible to determine if missed work can be completed. A student may receive a course grade of FN or NC after two consecutive weeks of unexcused absence at any time during the semester. Class attendance is defined as being physically present in the classroom. Online attendance is defined as having submitted an assignment, taken a quiz, or posted/made a course content-related comment on the discussion/chat board for the course in which the student is registered.

Use and Access to Technology

You will need daily access to a high-speed internet connection (DSL, cable modem, 4G, fiber, or equivalent) and a modern computer to successfully complete this course.

Academic Integrity (Plagiarism and Cheating)

Academic integrity is one of the most important values in higher education. This principle requires that each student's work represents his or her own personal efforts and that the student acknowledges the intellectual contributions of others. The foundation for this principle is student academic honesty. IHCC students are expected to honor the requirements of the College Academic Integrity Policy. The following are some examples of unacceptable academic practices that will be viewed as policy violations.

It is unacceptable to submit the work of another person as your own. If you quote, summarize, paraphrase, or use the ideas of another, you must accurately attribute that information. If you do not acknowledge the source, you are plagiarizing. Academic dishonesty also includes unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting the same assignment for multiple classes without instructor permission; taking an examination for another person and many other situations. If you are unsure whether you are plagiarizing or how to cite a source please ask an instructor or staff member for help prior to turning in the assignment.

In this course, the first offense of plagiarism and/or cheating will result in a score of zero on the assignment, quiz or test and reporting of the incident to college administration. Further plagiarism and/or cheating may result in a failure of the course and additional consequences determined by college administration. In addition, plagiarism and cheating are covered by the Student Code of Conduct. Please see the Catalog or IHCC website for details.

Withdrawing from the Course

Students must initiate requests for withdrawal from a course by filing the appropriate form with Enrollment Services. Students who stop attending classes without completing the withdrawal process may receive a grade of "F," and are responsible for all tuition/fees associated with the course registration. The last day to withdraw from your course will be the date on which 80% of the course has elapsed. The last day to withdraw for each course can be viewed in E-Services by searching for the course at the following link: <https://webproc.mnscu.edu/registration/search/basic.html?campusid=157>. Click on the course title to view additional details about the course, including last day to withdraw.

Last Date to Withdraw and Receive a Refund

Please see the Add, Drop and Withdraw page on the IHCC website: <https://inverhills.edu/Registration/AddDropWithdraw.aspx>

E-mail Communications

Recognizing the value and efficiency of communication between faculty/staff and students through electronic mail Inver Hills Community College has designated e-mail as an official mode of communication. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. Therefore, students are asked to regularly check and utilize the email address they have registered with the college. If your email address has changed it is your responsibility to make sure the college has an up-to date email address where you can be contacted. You should check your email on a regular basis as course changes and communications may be sent by email.

Pass/Fail Grade Option

A student may elect to take a course on a pass/fail (P/F) grading basis by contacting the instructor within the first 5 business days of the semester, or within 1 business day of the start date for a course beginning after the first week of the semester. If the instructor approves, they will submit approval to the Enrollment Center. Not all courses are approved for students to elect the P/F grading method and there may be limits to the total number of classes which can be taken pass/fail in your degree or certificate program. Contact your instructor for details about what level of achievement in the course will be required to receive a pass in the course.

Access and Accommodations

Inver Hills values diversity and inclusion; we are committed to fostering mutual respect and full participation for all students. My goal is to create a learning environment that is equitable, inclusive and welcoming. If any aspects of instruction or course design result in barriers to your inclusion or learning, please notify me. The Office of Accessibility Resources (OAR) provides reasonable accommodations and assistive technologies for students who encounter barriers in the learning environment. Services are available to students with a wide range of disabilities including, but not limited to, physical disabilities, medical conditions, learning disabilities, attention deficit disorder, depression, and anxiety. If you have already registered with OAR and have your Letter of Accommodation, please meet with me early in the course to discuss, plan, and implement your accommodations in the course. For additional information, please contact OAR located within the Learning Center (L207), 651-450-3884, accessibilityresources@inverhills.edu or <https://www.inverhills.edu/LearningSupport/AccessibilityResources/index.aspx>

Religious Accommodation Statement

In accordance with federal and state laws, Inver Hills Community College is committed to a policy of free expression and respect for the diversity of beliefs, including religious observances, among our academic community. It is the policy of the college to provide reasonable accommodations for students when religious beliefs and/or observances conflict with classroom activities or course requirements.

It is the responsibility of students to notify instructors of the need for accommodation at the beginning of the course or as soon as a situation arises. If a mutually agreed accommodation is not made, a student may initiate a complaint. The procedure for filing a complaint is described in the Catalog and on the Inver Hills website. The complaint must be filed within 15 days of a denied accommodation request.

Updates to this Syllabus

The instructor reserves the right to modify and adjust this syllabus as needed during the course of this class. The most up to date version will always be available on the course website or from the instructor.

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