- **CAROLINA CORE INTEGRATIVE LEVEL COURSE / Values, Ethics, and Social Responsibility Focus**
- **Office of Student Engagement Designated SERVICE- LEARNING Course**
- **Office of Student Engagement Designated GRADUATION WITH LEADERSHIP DISTINCTION Course**

SYLLABUS

- **UofSC Bulletin Description:** Application of project management software, technology, and practices to the design and implementation of real-world information technology projects [within a capstone format.]

- **Instructor Information and Office Hours:**
  Dr. John Gerdes
  Integrated Information Technology Department
  College of Engineering and Computing
  Office: Bert Storey Innovation Center
           550 Assembly Street
           Suite 1315
  Office Phone: 803-777-8529
  eMail: jgerdes@sc.edu

  Office hours are:
  − T & Th @ 2:45 – 4:00; or by appointment
  − I can also meet on-line. Contact me via email to set up a time.

- **Course Information**:

  - ITEC 564-001, Project Mgmt for Information Systems, Tuesday/Thursday, 1:15 – 2:9:45 pm

  This course will use the UofSC Blackboard conferencing system (https://blackboard.sc.edu) for posting course materials, virtual lectures and discussions, team capstone project assignments, and communicating with each other and with me. I have posted the Course Syllabus under "Course Syllabus" in Blackboard.

- **Prerequisites:** ITEC 362, *Web-based Support Systems*, and the successful completion with a C or better of ITEC 560, *Analysis and Applications of Project Management Software.*

- **Required Text:** No Text Required. Useful reference is the book used in ITEC 560.

- **Required *Values, Ethics, and Social Responsibility* Readings:** A list of the required reading list will be posted on Blackboard. Details will be discussed in class.

- **UofSC Service-Learning Course:** Per the Office of Student Engagement: "*Service-learning emphasizes hands-on tasks that address community needs as a venue for educational growth. The service experience provides an environment for testing discipline-based theories and skills. The academic context enriches the service experience by raising questions about public concerns. Effective service-learning strategy requires an integration of the service experience and course objectives*. The service-learning hallmarks for ITEC 564 include:

  o *Integrated Learning – The service and academic content are integrated in a meaningful way.*
  o *High Quality Services – Projects are meaningful, well organized, and address community needs*
  o *Collaboration – Students, faculty, and community partners all have an integral role to plan in the planning and implementation of the project.*
  o *Civic Responsibility – Projects promote student responsibility for community well-being.*
  o *Reflection – Assignments allow students to analyze the experience and course connections.*

o   *Evaluation and Assessment – Students, faculty, and community partners participate in evaluation of the project or course."*

- **UofSC Graduate with Leadership Distinction Course:** Per the UofSC Connect Webpage: Advancing leadership is an important component of UofSC's role as the Flagship University of South Carolina and its dedication to educating the future leaders of South Carolina, the nation, and the world. Students graduating with *Leadership Distinction* demonstrate extensive, purposeful engagement beyond the classroom; understanding of course concepts in "real world" settings; and application of learning to make decisions and solve problems. This formal distinction honors the broader scope of achievements for students engaged within and beyond the classroom and sets them apart in ways worthy of recognition by others (e.g., potential employers, graduate schools). Students are recognized with graduation cords and the distinction appears on graduates' transcripts and diplomas "with Leadership Distinction in (Pathway Name)," which include

  o   *Community Service*

  o   *Global Learning*

  o   *Professional and Civic Engagement* (combining USC Connect internship and peer leadership pathways)

  o   *Research.*

  Please see http://www.sc.edu/uscconnect/leadership/ for more details on how to achieve the "Leadership Distinction" designation. UofSC Connect and Service-Learning personnel will be meeting with you during several class periods during the semester.

- **Learning Outcomes:** The *IIT* faculty intends this course to be a **capstone experience** for those of you who are majors in *IIT*. Minors will also gain the benefit of real-world IT project management experience. Plus, all students completing both ITEC 560 & ITEC 564 are eligible to take the international exam for the Project Management Institute (PMI) *Certified Associate in Project Management* (CAPM®) certification. The overall objective is for you to use the knowledge and skills you have learned throughout your *IIT* education to complete a significant information technology project for a real-world application working with a community or industry client.

  Upon completion of this course, you should be able to do the following:

  1. Assess the advantages and disadvantages of managing information technology projects in the organizational context.
  2. Evaluate and apply current technologies and technical concepts, practices, and skills from core IT courses to satisfy the needs of the clients and users in the completion of a successful IT project.
  3. Initiate, plan, execute, monitor and control, and close a successful project from start through completion.
  4. Successfully manage project processes
  5. Successfully develop the project product outcomes.

- **Course Format, and Technology:** For ITEC 564, we use either traditional (face-to-face (f2f) classroom lectures and discussions. We include small group interactive activities and assigned readings with discussion and reports. You will be given strategies to search, research, and present critical information, and you are encouraged to ask questions as well as clarify or add information.

  This is largely a team project class. Teams will be required to interact outside of class.

  This course uses the UofSC Blackboard course management system (http://blackboard.sc.edu) for posting instructions, course materials, virtual lectures and discussions, individual and team assignments, team projects, and communications with each other and with me, and schedules.

  I encourage the use of Slack (or an equivalent technology) as a secondary means of communicating with your team. Slack is commonly used in industry, and it will be useful to gain some experience working with it in your projects. It will keep all the project communication in one place, archive all communication, and alert you when a new message is received.

- **Course Activities** - There will be a variety of class activities as well as some traditional lectures introducing new material and reviewing the reading assignments. We are starting out reviewing some important concepts that will be

useful on some of the projects. We will have individual homework assignments on these. As we get further on in the class, we will switch to one require meeting per week to go over project status reports. The other class period can be used to meet with your group and work on the project.

Attendance is mandatory for the early lectures, status meetings and the VESR portion of the class. Points will be deducted if you miss more than 1 of these required sessions It is important to attend class to not only hear the material being presented, but also to interact with your team (so missing class not only negatively impacts you You will have a chance to contribute your own experiences and ideas in class and practice what you are learning during these status meetings. And there will be opportunities for you to practice your writing and oral presentation skills throughout the course.

- **Course Work**: The course will consist of in-class and online participation, graded assignments, as well as the team project and its related assignments. Twenty percent (20%) of the course grade will be based on *Values, Ethics, and Social Responsibility (VESR)* assignments, class presentations, and virtual discussions. *Full point credits* for each assignment will only be awarded when assignments are completed on-time with a much higher than average level of quality, demonstrating a full comprehension of the goal of each assignment, in a professional format with no spelling or grammatical errors.

  Late Work: All class assignments are due either in class or posted on Blackboard as assigned, on the due date. Students must include your name, date, and title of the assignment on each assignment as well as the course number and title. The grade for any late assignments will be **reduced by 20% for each day (or partial day) late. Accepted up to 3 days late**. This goes for individual as well as team based assignments.

  Course Requirements, Assessment, and Grading: The course requirements include your semester-long team project which has both individual homework assignments and team assignments, and project management and IT values / ethics/ social responsibility (PM/VESR) article / readings, presentations, and virtual discussions. Many of these assignments are subjective, which is made more difficult because each team is working on a different project.

- **Full point credits for each assignment are only awarded for exceptional work**, where you have demonstrated that you have
  - (1) completed the assignment above and beyond the minimum requirements listed in the syllabus or other course information,
  - (2) it is completed in a professional format with no spelling or grammatical errors, and
  - (3) it is handed in on time.

  If you turn in all assignments on time and complete each assignment adequately, you are only performing average work, which will result in an average grade. 'A-level' work is exceptional work that is above and beyond the work defined in the assignment description. **Meeting only the assignment description is 'B-level' work.**

On subjective assignments, I will award a letter grade, and then translate that to a numerical grade needed to calculate a grade using the following Rubric

Letter Grade	Characteristics	Grade
A	Above and beyond the work defined in the assignment description	100
B	Average IIT Student work that would be acceptable to an employer. Complete and correct, clearly presented, no spelling errors (Recommend running through Grammarly for text documents).	80
C	Below average, Incomplete tasks, Incorrect information, incomplete sentences, misspellings	60

The following lists the course requirements and weights.

Agile Tutorial

You should review the 10 subheadings under Agile Tutorial (left menu) located here:
https://www.tutorialspoint.com/agile/agile_quick_guide.htm . You should become familiar with the terminology. There is a required quiz based on this tutorial.

	Grading Category	Initial Syllabus Pts		
1	The capstone IT project	400 pts (80 %)		
	a. **Individual homework assignments**		95 pts	
	HW1a Personal Introduction (in Blackboard Discussions)			2 pts
	HW1b Agile quiz			10 pts
	HW2 Professional Resume, Technical Skills Inventory, Project Preference, Project Application Letter			8 pts
	HW3 Setup Collaboration Tools (Slack, Github)			10 pts
	HW4 Preliminary Project Questions for Initial Client Meeting (*due before TA1*)			5 pts
	HW5 First Client Meeting Notes (this is individual)			10 pts
	HW6 Joomla Website			40 pts
	HW7 Mid-Project Self/Peer Evaluation			10 pts
	HW8 Peer Assessment and Feedback (This impacts Team Role Grade. If you don't submit it, your team role grade will be zero. If it is submitted late, the team role grade will be reduced.)			
	b. **Team Assignments**		55 pts	
	TA1 Team Project Questions for Initial Client Meeting (*compilation of individual questions from HW4*)			5 pts
	TA2 Schedule Initial Client Meeting (submit the Date to blackboard)			5 pts
	TA3 Team Meeting Report of Initial Client Meeting			5 pts
	TA4 Draft Charter			5 pts
	TA5 Draft Report			10 pts
	TA6 Poster for Expo & Discovery Day (single slide PowerPoint file)			10 pts
	TA7 Presentation (multi-slide PowerPoint file)			10 pts
	TA8 Final Project Portfolio			5 pts
	c. **Team Status Reports (9 reports, 5 pts a piece)**		45 pts	
	Milestones		65 pts	
	Milestone #1 – Signed Charter			5 pts
	Milestone #2 – First Prototype			10 pts
	Milestone #3 – Second Prototype			10 pts
	Milestone #4 – Final Project Submission to Client			15 pts
	Milestone #5 – Final Report to Client			25 pts
	d. **Roles**		70 pts	
	Scrum Master (**All Team members will take turns as this**, responsible for taking the lead with communications with instructor and submitting team assignments)			20 pts
	Individual Roles (group decides on the assignment)			20 pts

	Tech Lead (communication with Client)			
	Communication Lead (communication with Client)			
	Archivist & Tech Writer Lead (Creates initial draft of project reports)			
	Other Team Participation – based on Peer Assessment at the end of semester)			30 pts
e. Other			90 pts	
	i. **Project Expo* & Final Presentation ****			10 pts
	ii. **Instructor assessment of student's project contribution to team success**			30 pts
	iii. **Client's Assessment of Project**			50 pts
f. PM / VESR readings & presentations		100 pts (20 %)	100 pts	
	VESR Presentation			70 pts
	TA9 VESR As it relates to your Project			30 pts
g. Bonus - VERS Related (up to 15 pts, which is 3% of overall points)		Bonus points	15 pts	
h. TOTAL PTS *(100 %)*		**500 pts**		

* - Your team get 25 bonus points if your projects wins a prize a the University Discovery Days.

** - You are expected to be present at both the Project Expo and University Days events. If you miss it, you will be loss 5% which will reduce your overall grade a half step (from an A to a B+). If you have an excused absence, there will be an opportunity to earn those points back.

Undergraduate grades will be determined on the following earned points. (Note: No rounding will be used to determine final grades. For example, 449.7 points is a B+ and will not be rounded to 450 points.)

450 to 500 points (90 to 100%)   = A   350 to < 375 points (70 to < 75%)   = C

425 to < 450 points (85 to < 90%) = B+   325 to < 350 points (65 to < 70%)   = D+

400 to < 425 points (80 to < 85%) = B   300 to < 325 points (60 to <65%)   = D

375 to < 400 points (75 to <80%)   = C+   below 300 points (<60%)   = F

Additional Course Requirements and Grading for <u>Graduate Students</u> (100 extra points): If you are taking this course for graduate credit, you are required to write a research paper (75 points) evaluating issues related to values, ethics, and social responsibilities of project managers. This topic must be approved by me by **the third week of class (see calendar**. The length of the paper should range from 10-12 pages (not including the bibliography pages), double spaced, 11 or 12 point, Times New Roman, with 1-inch margins. At least ten (10) references must be used, and referenced in the paper. The paper will be checked by the Blackboard tools for plagiarism. **The paper is due by the the second last week of class.** You must present the findings of your research paper as **a PowerPoint presentation in class on during the last week of class** (25 points).

Final graduate student grades will be determined on the following earned points. (Note: No rounding will be used to determine final grades. For example, 539 points is a B+ and cannot be rounded to 540 points.)

540 to 600 points (90 to 100%)   = A   420 to < 450 points (70 to < 75%)   = C

510 to < 540 points (85 to < 90%)   = B+   390 to < 420 points (65 to < 70%)   = D+

480 to < 510 points (80 to < 85%)   = B   360 to < 390 points (60 to <65%)   = D

450 to < 480 points (75 to <80%)   = C+   below 360 points (<60%)   = F

Time Commitment for the Class

This course is designed to be the capstone course for the degree. It is designed to allow the student to demonstrate what they have learned while in the program. The fact that it involves a team based projects means students will need to collaborate and work together. Failure to do so will likely reduce the quality of the project result.

The university states that students should expect to spend 9 hours per week on a 3 credit course. This include lectures and work outside of class. These projects will run for about 10 weeks. For the first 3 weeks you will have some other assignments which might account for 5 or so hours per week. This means that each student should expect to spend about (3 weeks * 4 hrs + 7 weeks * 9 hours), or 75 hours over the semester. With a three member team, this comes out to 225 hours over the semester. [*Note, project grades are not based on the number of hours of effort reported, but rather on results of the project.*]. *Highly s*uccessful projects that earned A's in the class usually spend approximately **180 person hours or more** on the project over the course of a semester. (That is an average of 6 hours/week for each of 3 team members over 10 weeks).

Note: *If a project is not completed* by the end of the semester, each student on the *project team will receive an Incomplete* and will not graduate (if relevant) until the project is completed. Project completion is a joint decision determined by the project team, the client, and me.

- **Project Management Professional** *Values, Ethics, and Social Responsibility (VESR)* **Articles with Student Presentations, Class and Virtual Discussions, and Student Feedback (100 pts):** Readings concerning PM/IT professional values and ethics from various PMI and academic project management research articles will be analyzed and discussed. Initially, each of you will be assigned one general IT VESR required article to read and participate in a small group virtual discussion about the article. Then each of you will work with one other classmate to find and read an additional IT project management ethics-related article of your choice, which must first be approved by me. You and your partner will present your findings to the class and also facilitate a virtual class discussion of the key points of that article. Details about outside article / reading assignments and class presentations will be posted on Blackboard.

    Bonus VESR Activities (up to 15 Bonus pts): You will be given an opportunity to earn up to 15 bonus point by doing some additional work related to the VESR portion of the class. It will involve going beyond what has been assigned in the class. More specifics will be provided when we cover VESR.

- **Course Schedule:** A full course study plan will also be posted on Blackboard with due dates listed in the Blackboard Calendar. Updates to this syllabus and / or study plan will be reviewed with you in class and posted in Blackboard.

    I do want to highlight two key dates at the end of the semester:
    - *Client & Faculty Poster Presentation Expo [Mandatory]*
    - *UofSC's Undergraduate Research Event*

- **Course Policies:** Each of you will have ample opportunities to participate in each class. You are expected to come to each class fully prepared by completing assigned readings and doing any necessary research ahead of the due date / class discussion session. Your participation is extremely important in order to learn effectively. Attendance for all classes is expected unless a virtual class is scheduled. Class attendance will be recorded to ensure that you receive credit for class discussions and interactive participation. HOWEVER, if you must miss a class, you should notify me prior to that class. If you do miss a class, it is your SOLE RESPONSIBILITY to get any missed class material from other students.

    Some specific course policies:
    - All assignments must be submitted through Blackboard by midnight on the due date.
    - ALL assignments must include your name, date, course name & number, and title of the assignment in an assignment heading. (Note: ***Three assignment points will be subtracted if this policy is not met.***)
    - The grade for any late assignments will be reduced twenty percent (20%) for each day late up to three days, at which time the grade will be zero (0) for that assignment. The Blackboard assignment link will also be closed three days after the assignment due date. (For example, if a homework assignment was worth 20 points, its actual grade would be reduced 4 points (20%) per each late day. If it was turned in three days late, the maximum grade for exceptional work could be only 8 points.)
    - Full point credits for each assignment are **only awarded for exceptional work**, where you have demonstrated that you have completed the assignment above and beyond the minimum requirements listed in the syllabus or other course information, it is completed in a professional format with no spelling or grammatical errors, and it is handed in on time. If you turn in all assignments on time and complete each assignment adequately, you are only

performing <u>average</u> work, which will result in an <u>average grade</u>. A-level work is exceptional work that is above and beyond the work defined in the assignment description. Meeting only the assignment description is B-level work.

- o   Normally, an incomplete grade is only given if a project has not been successfully completed by the end of the semester.
- o   All students on the team are required to attend class on <u>team presentations and poster dates.</u> Your team project grade will be reduced if you do not attend all the final project presentations.

- **Academic Honesty and Integrity:** Please see information posted under GETTING STARTED in BLACKBOARD.

  - **Carolinian Creed -** We oppose intolerance by promoting integrity within our campus community. Our common values are formed upon the foundation of our creed, which emphasizes openness and civility.
  - **As a Carolinian ...**
    - o   I will practice personal and academic integrity;
    - o   I will respect the dignity of all persons;
    - o   I will respect the rights and property of others;
    - o   I will discourage bigotry, while striving to learn from differences in people, ideas and opinions;
    - o   I will demonstrate concern for others, their feelings, and their need for the conditions which support their work and development.

- **Class Attendance**. Regular class attendance is important. As of Fall 2021 the University attendance rule has changed to a 5% rule applying only to unexcused absences, with the reasons for valid excuses explicitly itemized (for details see the link below). If a student misses more than 5% of the classes, a penalty can be assessed.

  https://sc.edu/about/offices_and_divisions/faculty_senate/faculty-toolbox/documents/attendance_policy_approved_for_21_22.pdf)

An incomplete grade "I" can be assigned if the student is unable to complete assigned work because of an excused absences.

While there are 30 class sessions, only approximately 20 will be required. We will have regular class sessions the first month to cover topics and technologies that will help with the projects. After those topics are done, class sessions will be cut back to once per week allowing the teams to meet up and work together outside of class. **Attendance will be required for those classes we will be going over new material.**

Missed classes (5% rule)	Grade Penalty off overall grade
0 – 1 classes	no penalty
2 classes	2%
3 classes	5%
4 classes	10%
> 4 classes	10% + 5% for each additional class

- **Academic Responsibility and Ethical Conduct:**

Honest and ethical behavior is required. All activities in the class will be conducted in accordance with the Carolina Creed and the Rule of Academic Responsibility.

Plagiarism and cheating of any kind will not be tolerated!

This is very important with the online class. I regularly identify instances of Plagiarism issues, with 2 just last semester. DO NOT COPY. It is best to do the work yourself, and you can always contact me if you have questions. You can collaborate with other, but DO NOT COPY. I do check for that. If you let someone copy from your work, you are equally responsible and will also be sanctioned.

Violations of Academic Integrity reflects on our program and students. If students graduate without the proper knowledge and skills because they took shortcuts, employers will notice which could impact future graduates. For this reason it is my responsibility to ensure all students abide by the Carolina Creed. For this reason I actively check student work for evidence of plagiarism.

If I identify suspected instances of plagiarism, I am required to submit those individuals to the University, who will review and determine if there was a violation. University/College sanctions can include up to expulsion from the University. You should also be familiar with the USC Guidelines for Responsible Computing. Please see the Carolina Community for full details on academic responsibility. Penalty for plagiarism may include it being noted on your permanent record, marked on your transcript, or even being expelled.

Note, it is not only consideration a violation to copy someone else's work, but also to enable that copying by providing your work to another student to copy. Both are considered responsible!

If you are found responsible for violating Academic Integrity guidelines, you will get a zero on that assignment. If it is a HW, it will be counted in your average homework grade (i.e., it cannot be the lowest grade dropped). You will also not be able to earn an A if you are found responsible by the university (if your grade calculates to over 90 pts, you will still be given a B+).

- **Accommodating Disabilities**

     Students with disabilities should contact the Student Disability Resource Center. The contact information is below:

     1705 College Street
     Close-Hipp, Suite 102
     Columbia, SC 29208
     Phone: 803.777.6142   Fax: 803.777.6741
        Email: sadrc@mailbox.sc.edu
        Web: https://sc.edu/about/offices_and_divisions/student_disability_resource_center/index.php

     These services provide assistance with accessibility and other issues to help those with disabilities be more successful. Additionally, students with should review the information on the Disabilities Services website and communicate with the professor during the first week of class. Other academic support resources may help students be more successful in the course as well.

     - Library Services (http://www.sc.edu/study/libraries_and_collections)
     - Writing Center (http://www.cas.sc.edu/write)
     - Carolina Tech Zone (http://www.sc.edu/technology/techstudents.html)

- **Classroom Practices and Behavior**: The following classroom behaviors are expected.

     o   Please turn off all cell phones, laptops, MP3 players, etc., during class.
     o   Enthusiastic discussion and participation in class are expected.
     o   Food and drink are not allowed inside of the laboratory classrooms.

- **General Class Rules:**
     o   This class will engage in some open discussion – you should address each other, guest speakers, and me with respect and courtesy.
     o   Any disrespectful or disruptive behavior may result in you being asked to leave the class, and may result in your dismissal with a "WF" (Withdraw Failing), and/or a referral to the Office of Student Affairs
     o   I reserve the right to amend these rules as necessary throughout the term.