

# Service Learning Fall 2012

**Time and Place:** T 3:00-4:40 RS 214  
**Instructor:** Lori Carter, Ph.D.  
**Phone:** 849-2352

**E-mail:** lcarter@pointloma.edu  
**Office:** RS214

## Office Hours:

Monday 8:30-9:30 AM, 2:30-3:30 PM  
Tuesday 8:30-10:00 AM, 2:30-3:00 PM  
Wednesday 8:30-9:30 AM, 2:30-3:30 PM

Thursday 8:30-10:00 AM, 2:30-3:30 PM  
Friday 8:30-10:00 AM

## Course Objective:

Provide a service for a non profit organization while getting real-world experience using skills gained from Math, Computer Science and Information Systems education.

## Course Learning Outcomes:

Students will be able to apply their technical knowledge to solve problems. Students will be able to speak about their work with precision, clarity and organization. Students will be able to write about their work with precision, clarity and organization. Students will collaborate effectively in teams.

## Course Organization:

Students will work as a team to devise and implement a computer science outreach plan for local high school students. Students will be assigned individual as well as group research and presentation tasks. Dr. Carter and possibly outside professors will advise.

## Class time will be used for:

- Technical and soft skill presentations
- Team meetings
- Giving and listening to progress reports
- Research, brainstorming

## Time outside of class (3-4 hours per week) will be spent:

- Researching and Planning project
- Implementing project
- Planning briefs and presentations
- Writing reflections
- Completing peer evaluations

## Anticipated individual tasks and presentations (Presentations evaluated 2 days in advance):

- Presentation on Access
- Presentation on using Excel for data analysis (including various functions (if statements, count If, sumIf, search and replace...), charts and pivot tables)
- Presentation on Gantt charts
- Presentation on how to make effective surveys
- Presentation on how to make good PowerPoint presentations
- Database administrator
- Survey writer
- IRB contact
- Other expert contacts
- Data analysis expert
- Others as needed

## Grading:

This class is taken for credit only. The determination of whether an individual receives credit for the class based on the "3 strikes and you're out" philosophy. A strike may be a result of any of the following:

- Each missed project activity after 1 (group meeting, client meeting, etc.)
- Each week where time spent outside of class was inadequate without reasonable explanation

- We will institute times cards if necessary
- Each missed class after 1
- Each late, missed or inadequate class assignment after 1
- Inadequate or missing presentation
- Below average (4 or less) marks from 2 different people on peer reviews
- Your group doesn't make reasonable progress (could result in multiple strikes)

**Unless you have a serious documented illness, not feeling well is not an acceptable excuse**

**Attendance:** Attendance is expected at each class session. In the event of an absence you are responsible for the material covered in class and the assignments given that day. Regular and punctual attendance at all classes in which a student is registered is considered essential to optimum academic achievement. Therefore, regular attendance and participation in each course are minimal requirements to be met. There are no allowed or excused absences except when absences are necessitated by certain university-sponsored activities and are approved in writing by the Provost. Whenever the number of accumulated absences in a class, for any cause, exceeds ten percent of the total number of class meetings, the faculty member has the option of filing a written report to the Vice Provost for Academic Administration which may result in de-enrollment, pending any resolution of the excessive absences between the faculty member and the student...If the date of de-enrollment is past the last date to withdraw from a class, the student will be assigned a grade of W or WF (no grade). There are no refunds for courses where a de-enrollment was processed." (see catalog for full text).

**Academic Accommodations:** While all students are expected to meet the minimum academic standards for completion of this course as established by the instructor, students with disabilities may require academic accommodations. At Point Loma Nazarene University, students requesting academic accommodations must file documentation with the Disability Resource Center (DRC), located in the Bond Academic Center. Once the student files documentation, the Disability Resource Center will contact the student's instructors and provide written recommendations for reasonable and appropriate accommodations to meet the individual needs of the student. This policy assists the University in its commitment to full compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities (ADA) Act of 1990, and ADA Amendments Act of 2008, all of which prohibit discrimination against students with disabilities and guarantees all qualified students equal access to and benefits of PLNU programs and activities. Students with learning disabilities who may need accommodations should discuss options with the instructor during the first two weeks of class.

**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.

**Academic Honesty:** The Point Loma Nazarene University community holds the highest standards of honesty and integrity in all aspects of university life. Academic honesty and integrity are strong values among faculty and students alike. Any violation of the university's commitment is a serious affront to the very nature of Point Loma's mission and purpose. 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. Such acts include plagiarism, copying of class assignments, and copying or other fraudulent behavior on examinations. For more details on PLNU's policy go to: <http://www.pointloma.edu/experience/academics/catalogs/undergraduate-catalog/point-loma-education/academic-policies> A student who is caught cheating on any item of work will receive a zero on that item and may receive an "F" for the semester. See the PLNU Catalog for a further explanation of the PLNU procedures for academic dishonesty.