



**Integrated Science & Technology 490**  
**Senior Project I , Spring 2012**  
**Course Syllabus**

**ML Commons**

**Instructor** – John Sammons

**Office** – Prichard Hall 208

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**Office Hours:**

Monday - Friday – 1:30PM – 2:30PM

**Textbooks**

None

**Course Description**

The course focuses on both professional development of the student participants and the preparation by these students through reading and preparing documents and presentations associated with scientific inquiry and technical reporting.

**Credit**

The course is three (3) credit hours and includes classroom discussions, projects, and assignments. Each student must complete all assignments and produce a project plan with objectives, plan for developing and implementing the project with appropriate timelines and benchmarks.

This project plan must follow the IST Departmental guidelines appended to this document. To successfully complete the course a student must complete and present a project plan on IST Departmental Presentation Day and complete all assessment documents associated with this.

**Pre/co-requisites**

Permission, for full time IST students with junior status.

**Desired Objectives/Outcomes**

By the end of this course, you should be able to:

- Professional Development
  - o Design and produce a resume and CV
  - o Design and produce a cover letter or letter of application

- Complete a mock interview for job or graduate/professional school
  - Describe traits of good leadership
  - Employ best practices for visual presentations
  - Understand general employer performance expectations
  - Employ practices that lead to better thinking
- Project Development
- Select an appropriate project topic
  - Review and practice rules for effective organization of a project
  - Define project objective(s)
  - Define project scope of work
  - Define project deliverables

**Instruction method**

Course will be conducted both live and online. The learning journal will play a significant part of the class. There is a detailed style guide and rubric available on Blackboard. Please refer to that document for specific guidance. Discussions are also important to the class. Students will be expected to complete the reading and journal assignments PRIOR to class so that they can make a meaningful contribution to class discussions.

**Evaluation method**

The course grade will be determined by a total points system.

**Course Grading Policy**

|                                       |            |
|---------------------------------------|------------|
| Resume                                | 100        |
| CV                                    | 100        |
| Cover letter or letter of application | 100        |
| Mock Interview                        | 100        |
| Written project plan outline          | 100        |
| Sample Prezi                          | 50         |
| Sample PowerPoint                     | 50         |
| Learning Journal                      | 200        |
| Oral presentation of project plan     | 100        |
| <b>Total</b>                          | <b>900</b> |

Final letter grades are determined based on the following grading scale:

|         |   |
|---------|---|
| 90-100% | A |
| 80-89%  | B |
| 70-79%  | C |
| 60-69%  | D |
| 0 – 60% | F |

The instructor reserves the right to change these values depending on the overall class performance and/or extenuating circumstances.

### **Policy Statement**

#### *My Academic Dishonesty Policy*

Academic Dishonesty is defined as any act of a dishonorable nature which gives the student engaged in it an unfair advantage over others engaged in the same or similar course of study and which, if known to the classroom instructor in such course of study, would be prohibited. Academic Dishonesty will not be tolerated as these actions are fundamentally opposed to "assuring the integrity of the curriculum through the maintenance of rigorous standards and high expectations for student learning and performance" as described in Marshall University's Statement of Philosophy.

Your assignments may be analyzed using the anti-plagiarism suite of tools powered by Turnitin. Please visit <http://turnitin.com> for more information.

If you are found cheating on projects or plagiarizing answers from the Internet or other sources there will be no second chance. Your penalty is that you will receive a failing grade for the course. In those cases in which the offense is particularly flagrant or where there are other aggravating circumstances, additional, non-academic, sanctions may be pursued through the Office of Judicial Affairs. Notice of an act of academic dishonesty will be reported to the Department Chair, Dean of the College of Science, and to the Office of Academic Affairs. Please refer to the Marshall University Undergraduate Catalog for a full definition of academic dishonesty.

*Assignments:*The course includes a number of projects. All assignments are due. **BY THE BEGINNING OF CLASS** on their due date and must be submitted through the Blackboard Dropbox. **NO LATE ASSIGNMENTS WILL BE ACCEPTED.** Please do not procrastinate in working on your assignments or trying to submit through Vista as many others have done in the past. If you wait until the last night to start on the project or the last minute to submit, chances are, you will fail.

File Names: All electronic submissions **must** follow this file naming convention:

Ist490\_LastName\_FirstInitial\_Assignment Name.doc ("ist490\_sammons\_j\_researchpaper.doc")

*Make-up Exams and Late Penalty:* Make-up exams will not be given except under unusual circumstances and satisfactory written justification. Any student who misses an exam due to an unexcused absence will receive a grade of zero for that exam with no opportunity for make-up or substitution. University excused absences or those occurring with a good reason (and that reason must be given prior to missing the exam – call and leave a message if you have to) will be excused. Make up exams must be taken within one week of the original scheduled date. The decision whether to give a make-up exam rests with the instructor.

### **Attendance Statement**

This course has no attendance requirement. That said, your attendance is STRONGLY encouraged. This course will incorporate several active learning activities. Your participation will be necessary in order for you to receive the maximum benefit from this course. If you miss class, it is your responsibility to catch up on material missed. It **is not** the responsibility of the instructor to catch you up on material missed during office hours, or re-lecture to you.

### **Professionalism**

In this course you will be treated as professionals and will be expected to behave and perform as such. As professionals, you will be expected to attend class, be on time, complete all of your assignments, meet deadlines, ask questions when you don't understand, and participate. If you can't be in class, I expect you to let me know ahead of time. Your classroom language and demeanor should also be professional.

### **Withdrawal Policy**

The University withdrawal policy is followed in this course. The last day to drop an individual course for the Fall Semester is April 27, 2012.

### **University Holidays & Key Dates**

#### **Class Grade Appeals**

Should wish to appeal a grade, test question, etc, you need to follow this procedure. You should send an email in Bb to the GA and CC me. The title of the email must read "GRADE APPEAL – Assignment Name" (i.e. Storage Quiz, Mid-Term, etc). The body of the email must include the question, question number, your answer, and why you think you deserve credit. For tests and quizzes in Bb, this should be done immediately after completion, before you leave class. You can copy and paste this information to make things simple. We will get back to you as soon as possible.

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## Topics and Methodology

Every student is responsible for all materials presented in class, including lectures, notes, and handouts. In case you are not present for a class, it is your responsibility to contact the instructor and receive information about the material presented in that class. Class attendance is very important and you are strongly encouraged to attend.

| <b>Week</b> | <b>Topic</b>   | <b>Reading Assignment</b> |
|-------------|--|---------------------------|
| <b>1</b>    | Introduction   | <b>TBA</b>                |
| <b>2</b>    | Resume/Cover Letter Class Presentation by Career Services      | <b>TBA</b>                |
| <b>3</b>    | CV Class Presentation by Career Services                       | <b>TBA</b>                |
| <b>4</b>    | Project Management   | <b>TBA</b>                |
| <b>5</b>    | Scope of Work, Deliverables Peer Review                        | <b>TBA</b>                |
| <b>6</b>    | Leadership Reaction Course                                     | <b>TBA</b>                |
| <b>7</b>    | Interview and Job Search Class Presentation by Career Services | <b>TBA</b>                |
| <b>8</b>    | Performance & Expectations                                     | <b>TBA</b>                |
| <b>9</b>    | Mock interview at Career Services. <b>NO CLASS</b>             | <b>TBA</b>                |
| <b>10</b>   | Visual Presentation Tools and Principles                       | <b>TBA</b>                |
| <b>11</b>   | Leadership Reaction Course                                     | <b>TBA</b>                |
| <b>12</b>   | Quality/Demming  | <b>TBA</b>                |
| <b>13</b>   | Leadership   | <b>TBA</b>                |
| <b>14</b>   | Final Presentations  | <b>TBA</b>                |
| <b>15</b>   | Final Presentations  | <b>TBA</b>                |

**Policy for Students with Disabilities:** Marshall University is committed to equal opportunity in education for all students, including those with physical, learning and psychological disabilities. University policy states that it is the responsibility of students with disabilities to contact the Office of Disabled Student Services (DSS) in Prichard Hall 117, phone 304 696-2271 to provide documentation of their disability.

Following this, the DSS Coordinator will send a letter to each of the student's instructors outlining the academic accommodation he/she will need to ensure equality in classroom experiences, outside assignment, testing and grading. The instructor and student will meet to discuss how the accommodation(s) requested will be provided. For more information, please visit <http://www.marshall.edu/disabled> or contact Disabled Student Services Office at Prichard Hall 11, phone 304-696-2271.

### **Effort Required**

For every one hour in class, the student is expected to put in an effort of at least 3 hours outside the class for studying and completing writing assignments. Depending upon background and preparedness, some students may have to put in additional effort. **PLEASE DO NOT PROCRASTINATE.** Prioritize, schedule, and take responsibility for your actions and you should do very well in this class. Students are expected to keep up with the readings and out of class assignments, as these will often form the basis for our class discussions.

### **Learning Journal**

As part of this writing intensive class, each student must maintain a learning journal. This journal will contain a variety of low-medium stakes assignments, many to be done in class. It is your responsibility to keep it current. It will be turned in twice during the semester, once in middle and then at the end. Your grade will be based on a random sampling of five assignments. It is imperative that you commit the time and effort to complete the journal. Do NOT procrastinate.

### **Due Dates/Late Assignments**

No late assignments will be accepted without a University approved excuse. Most if not all of the assignments will be submitted through Blackboard. It's your responsibility to learn how to turn- in assignments through Bb. If you have issues or questions about the process, please let me know. Note that there are very specific cut-off times for submissions. Do NOT wait until the last minute as issues, etc. may arise. Should a technical issue arise, email your assignment to me with a short description of the error.

### **Communication**

Private E-mail will be used to make any general announcements, last minute changes, etc. It is **mandatory** that you monitor your email messages at least once a day. PLEASE ONLY USE MY MARSHALL EMAIL ADDRESS FOR CORRESPONDENCE. Messages left on Blackboard will result in delayed responses. Please read and follow the guidelines outlined in the "How to Email Your Professor" article. There is a link to it posted on Bb. This will ensure you get a response and the course run smoothly.

### **Note about cell phones in class**

Please set your cell phone ringer to "Vibrate Only" mode (or turn it off) before you enter the classroom.

## **Professionalism**

In this course you will be treated as professionals and will be expected to behave and perform as such. As professionals, you will be expected to attend class, be on time, complete all of your assignments, meet deadlines, ask questions when you don't understand, and participate. Your classroom language and demeanor should also be professional.

## **Disclaimer**

The instructor reserves that right to modify the course schedule and evaluation system should it become necessary for the effective conduct of the course.

## **Social Networking**

I often receive friend requests from students via Facebook. It is my policy however, not to accept these requests from current students. This is absolutely nothing personal, so please do not take it as such. You are welcome to follow me on Twitter and or join my network on Linked-In. Please join us on the MU Digital Forensics Facebook page.

## **Get Involved!**

There are tremendous opportunities here beyond your coursework. The student chapter of AIDE (Appalachian Institute of Digital Evidence), internships, and research are just some of the possibilities. Involvement in these activities is what can separate your resume from the others. Do not miss this opportunity. See me for details.