PennState

IST 110, Section 002: Information, People, and Technology
Spring 2017 | Mon & Wed 4:00-5:15pm | Room IST 113 (Cybertorium)

INSTRUCTOR:	Dr. Alison Murphy
OFFICE:	101K IST Building
CONTACT:	amurphy@ist.psu.edu, (814) 880-4439
LEARNING ASSISTANTS (LAs):	Grader - Christy Nunn, crn5068@psu.edu
	Grader - Giselle Redila, gbr5023@psu.edu
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	Class Coach - Biile Yegezu, bxy5063@psu.edu
INSTRUCTOR OFFICE HOURS:	Tuesdays 12-2pm in 101K IST Building
	For alternative times, email Alison or LAs to make an appointment

COURSE DESCRIPTION
This is a general education survey course to introduce students to the impacts and interactions of information, people, and technology. This course will address major questions such as: What are the basic components of technology? How is technology evolving over time? How can we use technology to organize and make sense of information? How can technology help individuals, society, and organizations adapt rapidly and creatively? How is technology changing the human experience? What are the negative, positive, and future impacts of today's technologies?

COURSE OBJECTIVES
At the end of this course, you should:

- Understand the basics of hardware, software, data management, and networking technologies
- Identify the impact that information technologies (IT) can have on individuals, society, and organizations, as well as the impact that individuals, society, and organizations can have on IT;
- Better understand yourself as a user and consumer of IT;
- Learn how to critically evaluate the design of IT;
- Use the Design-Thinking framework to evaluate an existing IT design, then propose and prototype a re-design that improves the usability of the original design.

COURSE STRUCTURE
There are four modules in this course:

1) **IT Fundamentals:** Hardware, software, databases, and networks
2) **IT & Society:** Social and community informatics
3) **IT & Organizations:** Information technologies in the enterprise
4) **IT & Individuals:** Human-computer interactions and interfaces

For each module, you will have prep work (readings or videos), lectures, homework assignments, in-class activities, and quizzes. There will also be a team project during Module 4.

COURSE MATERIALS
There is no textbook for this course. All lecture powerpoints and readings/videos will be available on Canvas (the new course management system that replaced ANGEL). If you have any questions about Canvas, please visit http://canvas.psu.edu/students/ or talk to the LAs and instructor.

Please note that additions or changes to the topics and the assigned reading/video list may occur as we move through the course, so **always reference the Calendar and Module tabs for the most recent assignments, due dates, prep work, and events**. When a change is made to the calendar, the instructor will immediately notify students (in class and via email) and make the appropriate changes in Canvas.

COURSE EVALUATION
Throughout the semester, you can earn a total of **200 points**:

CATEGORY	DELIVERABLE	POINTS	TOTAL POINTS	% OF FINAL GRADE
Quizzes (Individual)	Module 1 Quiz	20	70	35%
	Modules 2+3 Quiz	30		
	Module 4 Quiz	20		
Homework (Individual)	2 Assignments	15 pts each	30	15%
In-Class Activities (Team)	10 Activities	5 pts each	50	25%
Design Challenge (Team)	1 Report + Prototype	40	40	20%
Self & Team Eval (Team)	1 Evaluation Form	10	10	5%
TOTALS			**200**	**100%**

Quizzes:
Quizzes will cover material presented during lectures and as part of the assigned preparations (readings/videos). All content for the quizzes can be found directly on the powerpoint slides; therefore, students are not required to take notes in class, but note-taking is encouraged if it helps facilitate learning.

There will be three quizzes total. Prior to the quiz, there will be a study guide distributed to students and an in-class review session. Students will have access to the full lecture powerpoints on Canvas and should review these prior to the quiz.

All quizzes must be taken in-class on the date specified on the Canvas Calendar. Quizzes are individual assessments - Sharing answers with others or using external materials will constitute an academic integrity violation for all students involved.

If a student cannot be in class on the day of the quiz, it is the student's responsibility to notify the instructor before the quiz day and arrange a time to make-up the quiz. If a student does not notify the instructor and does not take the quiz in-class, he/she will receive a zero for the quiz.

Homework:
Homework assignments are found on Canvas and will be made visible at least one week before the due date. These assignments are individual assessments and students should not work with other students when completing their homework. Any sharing or copying answers from other students will constitute an academic integrity violation for all students involved.

Homework must be submitted in Canvas by the <u>beginning</u> of class on the day that it is due (4:00pm). Due dates are found on the *Modules, Assignments,* and *Calendar* areas of Canvas. If students have any issues with uploading their homework, they should email the homework to the instructor or print it and hand it to the instructor <u>before</u> the start of class on the due date.

Students can receive extensions on homework due dates if they have a discussion with the instructor <u>before</u> the due date. The student and instructor will decide on an appropriate extension due date. If a student does not submit the homework assignment by the deadline (or agreed upon make-up date if there is an extension) then he/she will receive a zero for the assignment.

In-Class Activities:
Students will work in assigned teams and complete several in-class activities during the semester. The in-class activities will require that each team complete an activity and submit it <u>by the end of class</u> with only the names of team members who helped complete the activity in class. All materials needed to complete the activity will be available in Canvas.

If a student is unable to come to class on the day of an in-class activity, then the student must notify the instructor and LAs of their absence <u>before</u> class. This will result in an "excused absence," which means that the student can complete the activity on his/her own. Students are only allowed a reasonable amount of excused absences. It is the student's responsibility to know if he/she will miss an activity and notify the instructor and LAs. The student must submit the activity <u>by the start of the next class</u>. More specifically:

- If the activity occurred in class on Monday, the student must submit the completed activity by 4:00pm on Wednesday of the same week.
- If the activity occurred in class on Wednesday, the student must submit the completed activity by 4:00pm the following Monday.

If students do not submit the activity as a team (during class) or within the make-up deadline (if they have an "excused absence"), then they will receive a zero for the activity.

Design Challenge:
Students will work in assigned teams to complete a design challenge, which will be a guided in-class activity over the course of 2 weeks. All team members <u>must</u> be in class on the design challenge days. If students cannot attend class during this time, then they should notify the instructor and their team members about the absence.

If there is an issue among team members, the team members can follow the steps in the "*Team Participation Policy*" posted in Canvas to resolve the situation.

Self & Team Evaluation:
Students will evaluate themselves and their teammates at the end of the semester. The evaluations will be based on four factors: the team members' *engagement*, *problem-solving skills*, *professionalism*, and *contribution* during the in-class activities and the design challenge.

Late Submissions:

To encourage good time management skills, late submissions will **not be accepted** in this class. Students should note that Canvas dropboxes close at the deadline time specified for the assignment (either the start of class or midnight). Any homework or in-class activity received <u>after</u> the due date will receive a zero.

There are <u>two exceptions</u> to this policy:

1) *Extensions:* If a student cannot come to class due to illness or unavoidable circumstances, then the student must inform the instructor of the situation <u>before</u> the due date of the assignment. The instructor and student will then decide on an extended due date based on the student's circumstance.

2) *Half-Credit*: Each student will get <u>only one opportunity</u> to submit a late assignment (homework or in-class activity), which will be graded for half-credit. The late assignment must be emailed to the instructor <u>within one week of the original due date</u>. It is the student's responsibility to follow-up with the instructor to submit the assignment for half-credit, as the instructor will not remind the student of this opportunity.

GRADING

Grades are based on Penn State's standard grading percentages:

Grade	Percentage
A	93 and above (rounds up at 92.9)
A-	90 – 92.9
B+	87 –89.9
B	84 –86.9
B-	80 –83.9
C+	77 –79.9
C	70 –76.9
D	60 –69.9
F	59 and below

Point Disputes:

If you have questions about why you did not receive full points for any graded assignment, you have <u>one week</u> from the date that the assignment is returned to discuss it with the instructor. Point changes will not be made at the end of the semester.

UNIVERSITY POLICIES

Academic Integrity: According to the Penn State Principles and University Code of Conduct: Academic integrity is a basic guiding principle for all academic activity at Penn State University, allowing the pursuit of scholarly activity in an open, honest, and responsible manner. In accordance with the University's Code of Conduct, you must not engage in or tolerate academic dishonesty. This includes, but is not limited to cheating, plagiarism, fabrication of information or citations, facilitating acts of academic dishonesty by others, unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. Any violation of academic integrity will be investigated, and where warranted, punitive action will be taken. For <u>every</u> incident when a penalty of any kind is assessed, a report must be filed. Please review the following training if you do not understand what constitutes plagiarism: <u>http://tlt.psu.edu/plagiarism/student-tutorial/</u>.

NOTE: Students are <u>not</u> permitted to post any <u>graded</u> assessment (quiz questions, in-class activities, homework assignments, project reports, etc.) **to an online website that facilitates copying/cheating among students**, such as Course Hero. Any evidence of posting graded assessments or using currently posted content to facilitate copying/cheating on graded assessments will constitute an Academic Integrity violation for all students involved.

Nondiscrimination and Harassment: The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. It is the policy of the University to maintain an academic and work environment free of discrimination, including harassment. The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity or veteran status. Discrimination or harassment against faculty, staff, or students will not be tolerated at The Pennsylvania State University.

You may direct inquiries to the 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; Tel 814-865-4700/V, 814-863-1150/TTY. For reference to the full policy: http://guru.psu.edu/policies/AD42.html.

Sexual Harassment: Sexual harassment of faculty, staff or students is prohibited and will not be tolerated at The Pennsylvania State University. It is the policy of the University to maintain an academic and work environment free of sexual harassment. Sexual harassment violates the dignity of individuals and impedes the realization of the University's educational mission. The University is committed to preventing and eliminating sexual harassment of faculty, staff and students through education and by encouraging faculty, staff and students to report any concerns or complaints about sexual harassment. Prompt corrective measures will be taken to stop sexual harassment whenever and wherever it occurs.

Accommodating Disabilities: Penn State welcomes students with disabilities into the University's educational programs. If you have a disability-related need for reasonable academic adjustments in this course, contact the Office for Disability Services (ODS) at 814-863-1807 (V/TTY). For further information regarding ODS, please visit the Office for Disability Services Web site at http://equity.psu.edu/ods/. In order to receive consideration for course accommodations, you must contact ODS and provide documentation (see the documentation guidelines at http://equity.psu.edu/ods/guidelines/documentation-guidelines). If the documentation supports the need for academic adjustments, ODS will provide a letter identifying appropriate academic adjustments. Please share this letter and discuss the adjustments with your instructor as early in the course as possible. You must contact ODS and request academic adjustment letters at the beginning of each semester.

An Invitation to Students with Learning Disabilities: It is Penn State's policy to not discriminate against qualified students with documented disabilities in its educational programs. If you have a disability-related need for modifications in your testing or learning situation, you should notify your instructor during the first week of classes so that your needs can be accommodated. You will be asked to present documentation from the Office of Disability Services (located in 116 Boucke Building, 814-863-1807) that describes the nature of your disability and the recommended remedy. You may refer to the Nondiscrimination Policy in the *Student Guide to University Policies and Rules.*