Course Syllabus

✏ **Edit**

IST 110S, section 04: Information, Technology & People

Spring 2017

Course Meeting Time: T and TH 1:35 PM - 2:50 PM, 210 IST Bldg

Please note that the specifics of this Course Syllabus are subject to change. Instructors will notify students of any changes and students will be responsible for abiding them. Even if you print this syllabus, please check the online version often.

Course Description

This course presents the ideas that make information sciences and technology professionals the leaders of the 21st Century. The mission of this course is to:

- introduce students to the problems and opportunities found in the interaction between information, people, and technology,
- make students better critics of the information devices they use every day, and
- engage students with the resources available for college-level research, study, and learning.

 In this course, you will learn through class discussions, individual assignments, guest presentations, and group projects.

Course Objectives

More specifically, this course is guided by the following general course goals and sub-goals:

- Introduce student to University study

    - complete individual, college-level assignments
    - participate on team-based projects

- Introduce students to IST as an academic community, including fields of study and areas of interest available to students

    - describe how digital data is stored, transmitted, and retrieved
    - explain how some specific information was transformed into knowledge
    - describe how information and communications technologies organize, coordinate, and inform human enterprises
    - describe how information and communication technologies can improve the quality of human life through their impact on individuals, communities, markets, cultures, and society
    - evaluate whether IT applications can meet human needs, facilitate rapid adaptation, and encourage creativity
    - describe the distinctive features of an IST education to future employers and their recruiters
    - anticipate the expectations they will face in IST and SRA courses and the intellectual and technical skills necessary to meet them

- Acquaint students with the learning tools and resources available at Penn State
    - implement a library search for assignments in this course
    - demonstrate knowledge of a sampling of Web 2.0 technologies
    - learn to use ANGEL

- Provide an opportunity for students to develop relationships with full-time faculty and other students in an academic area of interest to them

- Introduce students to their responsibilities as a part of the University community
    - show respect for and value diversity
    - know and abide by the University's policies about academic integrity

- Onboard students to the culture and opportunities in IST

    - participate effectively on teams
    - demonstrate an understanding of the impact of information and technology on people around the world
    - discover what the College Advising Center offers

- examine what "professional presence" means through the Career Solutions Office
- know the three College of IST majors and know where to find information on the six options within two of those majors

Course Prerequisites

- None

Instructor

Instructor: Amy Garbrick
Office: 321H IST Building
Office phone: 814.865.6018
email: use Canvas email but if unable to use Canvas email, then use this: **agarbrick@ist.psu.edu (mailto:agarbrick@ist.psu.edu)**

All course-related email, including messages to your instructor(s) and fellow students should be sent within Canvas, using the Inbox. Every attempt will be made for the instructor (or a substitute) to respond to email questions within 24 hours.

Office Hours: Fridays 2-5 PM and By Appointment -- contact via Canvas email

Learning Assistant (LA) Coach: Jackie Sanchez -- use Canvas email but if unable to use Canvas email, then use this: **jas7420@psu.edu (mailto:jas7420@psu.edu)**

Course Materials

- ZyBooks - *Computing Technology for All* *(https://zybooks.zyante.com/#/zybook/PSUIST110GarbrickSpring2017/gettingstarted)*
  1. Sign up at **https://www.zybooks.com/** *(https://www.zybooks.com/)*
  2. Enter zyBook code **PSUIST110GarbrickSpring2017**
  3. Click Subscribe

  The cost to subscribe to this textbook is $48; any applicable returning student discounts will be applied automatically. The student subscriptions will be valid through 05/10/17.

- The Saylor Academy - *Business Information Systems (http://www.saylor.org/site/textbooks/Information%20Systems%20for%20Business%20and%20Beyond.pdf)*

  This is a PDF textbook that is free to download.

- Slides: PDF versions of the slides are included on the Module page

Course Requirements and Evaluation

Class Attendance

Each of you will receive a class participation grade based on attendance, preparation, and involvement in class activities. Because your IST 110S course is designed to introduce you not only to the field of study in IST, but also to bring you onboard to the College and all it has to offer you, it is important for you to attend each class. I expect you to be prompt as we begin the class. Equally important is that you are an active participant, engaged with your team on team projects, and engaged with the course material during class discussions and on individual assignments. Use this course to explore, ask questions, be creative, and learn.

You also have 2 unexcused absences that you may take without penalty. When conflicts do arise, please let me know before the due date / scheduled quiz date, and we will work together to reschedule any missed work and quizzes.

Zybooks

- You will receive 5% course points for completing activities
- The "participation activities" and "challenge activities" are due before class.
- You need to complete at least 90% of the challenge activities for full credit.

Homework and Classwork

There will be team, paired, and individual assignments. You will complete some of these assignments during class time, although some outside work will be needed as well. Those that require outside work will be graded as homework; those completed entirely in class will be graded as classwork. *There are no makeups for missed classwork, but the two lowest classwork grades will be dropped.*

Quizzes

Three quizzes will be given. Each quiz will consist of multiple choice questions and short answer essays. Specific details on coverage and format will be provided before the date of each quiz. To prepare, develop answers for each of the Study Questions at the end of the chapters, and use the active reading techniques to create your own study guide based on readings and class notes.

Projects

Two projects are scheduled. The first is a team project about IT careers and a second is a creative individual project where you will create a VoiceThread about a societal impact of technology.

Grading Scale

The final grade represents how well you have worked to think, understand, synthesize, and share information that you have learned and experienced. We are using the basic grade scale in this class:

The following are minimum cutoffs for each grade:

- 93.00% = A
- 90.00% = A-
- 87.00% = B+
- 83.00% = B
- 80.00% = B-
- 77.00% = C+
- 70.00% = C
- 60.00% = D
- less than 60.00% = F

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 according 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 every incident when a penalty of any kind is assessed, a report must be filed.

Affirmative Action and Sexual 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 Affirmative Action, 328 Boucke Building, University Park, PA 16802-5901; Tel 814-865-4700/V, 814-863-1150/TTY.

Americans with Disabilities Act

The College of Information Sciences and Technology welcomes persons with disabilities to all of its classes, programs, and events. If you need accommodations, or have questions about access to buildings where IST activities are held, please contact us in advance of your participation or visit. If you need assistance during a class, program, or event, please contact the member of our staff or faculty in charge. Access to IST courses should be arranged by contacting the Office of Human Resources, 332 Information Sciences and Technology Building, (814) 865-8949.

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, your instructor should be notified 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, 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.

Assignments Summary:

Date	Details	
Tue Jan 10, 2017	📅 First Day of Class (https://psu.instructure.com/calendar?event_id=2712541&include_contexts=course_1833897)	1:29pm
Thu Jan 12, 2017	📑 Homework: Discussion Activity (DA): Introduce Yourself (https://psu.instructure.com/courses/1833897/assignments/9057130)	due by 1:29pm
	📑 Homework: Academic Integrity Quiz (https://psu.instructure.com/courses/1833897/assignments/9057423)	due by 1:29pm
	📑 Homework: Roadmap to Success (https://psu.instructure.com/courses/1833897/assignments/9014189)	due by 1:29pm
	📑 Homework: Using Canvas Quiz (https://psu.instructure.com/courses/1833897/assignments/9057422)	due by 1:29pm
	📑 zyBooks Setup (https://psu.instructure.com/courses/1833897/assignments/9014218)	due by 1:29pm
	📑 L01: Activities: Intro (https://psu.instructure.com/courses/1833897/assignments/9014453)	due by 1:29pm
	📑 Classwork: Technology History (https://psu.instructure.com/courses/1833897/assignments/9014184)	due by 2:50pm
Tue Jan 17, 2017	📑 Homework: Information Systems at Amazon (https://psu.instructure.com/courses/1833897/assignments/9014194)	due by 1:29pm
Thu Jan 19, 2017	📑 Classwork: Create an Electronic Waste Slideshow (https://psu.instructure.com/courses/1833897/assignments/9014169)	due by 1:29pm
	📑 Homework: Old School (https://psu.instructure.com/courses/1833897/assignments/9060847)	due by 1:29pm
	📑 L02: Activities: Hardware (https://psu.instructure.com/courses/1833897/assignments/9014507)	due by 1:29pm
	📑 Classwork: Paper Skyscraper (https://psu.instructure.com/courses/1833897/assignments/9014177)	due by 2:50pm
Tue Jan 24, 2017	📑 Classwork: Mind Mapping Computers (https://psu.instructure.com/courses/1833897/assignments/9014176)	due by 1:29pm

Date	Details	
Thu Jan 26, 2017	📑 **Classwork: Choose the Best OS** (https://psu.instructure.com/courses/1833897/assignments/9014167)	due by 1:29pm
	📑 **Homework: Computer Hardware Manufacturing** (https://psu.instructure.com/courses/1833897/assignments/9014191)	due by 1:29pm
	📑 **L03: Activities: Software (Future Forum)** (https://psu.instructure.com/courses/1833897/assignments/9014511)	due by 1:29pm
Tue Jan 31, 2017	📑 **Classwork: High Tech Sandwich** (https://psu.instructure.com/courses/1833897/assignments/9014172)	due by 1:29pm
	📑 **Homework: Individual Assignment: Feedback from Future Forum** (https://psu.instructure.com/courses/1833897/assignments/9065913)	due by 1:29pm
Thu Feb 2, 2017	📑 **L04: Activities: Software** (https://psu.instructure.com/courses/1833897/assignments/9014516)	due by 1:29pm
Tue Feb 7, 2017	📑 **Classwork: SourceForge Analysis** (https://psu.instructure.com/courses/1833897/assignments/9014182)	due by 1:29pm
	📑 **Homework: Software for Startups** (https://psu.instructure.com/courses/1833897/assignments/9014201)	due by 1:29pm
Thu Feb 9, 2017	📑 **Classwork: Team Assignment: Guest Speaker: Carmen Cole** (https://psu.instructure.com/courses/1833897/assignments/9065945)	due by 1:29pm
	📑 **Homework: Software Licensing** (https://psu.instructure.com/courses/1833897/assignments/9014202)	due by 1:29pm
	📑 **L05: Activities: Software (Guest Speaker: Carmen Cole)** (https://psu.instructure.com/courses/1833897/assignments/9014520)	due by 1:29pm
Tue Feb 14, 2017	📑 **Module 1 Quiz** (https://psu.instructure.com/courses/1833897/assignments/9014161)	due by 2:50pm
Thu Feb 16, 2017	📑 **Classwork: SQL** (https://psu.instructure.com/courses/1833897/assignments/9014183)	due by 1:29pm
	📑 **Homework: Music Genome Project** (https://psu.instructure.com/courses/1833897/assignments/9014195)	due by 1:29pm
	📑 **L06: Activities: Data and Databases** (https://psu.instructure.com/courses/1833897/assignments/9014522)	due by 1:29pm
Tue Feb 21, 2017	📑 **Classwork: CODIS Cold Case** (https://psu.instructure.com/courses/1833897/assignments/9014168)	due by 1:29pm

Date	Details	
Thu Feb 23, 2017	**Classwork: Team Assignment: Guest Speaker: Wade Shumaker** (https://psu.instructure.com/courses/1833897/assignments/9065900)	due by 1:29pm
	Classwork: Team Assignment: Guest Speaker: John Yen (https://psu.instructure.com/courses/1833897/assignments/9065901)	due by 1:29pm
	Homework: Database Tech and Privacy (https://psu.instructure.com/courses/1833897/assignments/9014163)	due by 1:29pm
	L07: Activities: Data and Databases (Guest Speakers: Wade Shumaker and John Yen) (https://psu.instructure.com/courses/1833897/assignments/9014535)	due by 1:29pm
Tue Feb 28, 2017	**Homework: Resume and LinkedIn Profile** (https://psu.instructure.com/courses/1833897/assignments/9014200)	due by 1:29pm
	Team Contract - Phase 1 (https://psu.instructure.com/courses/1833897/assignments/9014211)	due by 1:29pm
Thu Mar 2, 2017	**Team Contract - Phase 2** (https://psu.instructure.com/courses/1833897/assignments/9014212)	due by 1:29pm
	L08: Activities: People and IT Careers (Guest Speaker: Lisa Lenze) (https://psu.instructure.com/courses/1833897/assignments/9014537)	due by 1:29pm
	Classwork: Team Assignment: Guest Speaker: Lisa Lenze (https://psu.instructure.com/courses/1833897/assignments/9065864)	due by 11:59pm
Tue Mar 7, 2017	**SPRING BREAK - no class** (https://psu.instructure.com/calendar?event_id=2712539&include_contexts=course_1833897)	1:29pm
Thu Mar 9, 2017	**SPRING BREAK - no class** (https://psu.instructure.com/calendar?event_id=2712538&include_contexts=course_1833897)	1:29pm
Tue Mar 14, 2017	**Team Doc with References** (https://psu.instructure.com/courses/1833897/assignments/9014213)	due by 1:29pm
	Team Presentation (https://psu.instructure.com/courses/1833897/assignments/9014214)	due by 1:29pm
Thu Mar 16, 2017	**Classwork: Team Assignment: Guest Speaker: Zoe Meyer** (https://psu.instructure.com/courses/1833897/assignments/9065846)	due by 1:29pm
	Team Assessment (https://psu.instructure.com/courses/1833897/assignments/9014210)	due by 1:29pm
	L09: Activities: IT Careers Team Project (Guest Speakers: Zoe Meyer and Chris Gamrat) (https://psu.instructure.com/courses/1833897/assignments/9014541)	due by 1:29pm
Tue Mar 21, 2017	**Classwork: Team Assignment: Guest Speaker: Chris Gamrat** (https://psu.instructure.com/courses/1833897/assignments/9065893)	due by 1:29pm
	Classwork: HTML (https://psu.instructure.com/courses/1833897/assignments/9014173)	due by 1:29pm
	Homework: Individual Assignment: Lynda.com HTML Essential Training (https://psu.instructure.com/courses/1833897/assignments/9066302)	due by 1:29pm

Date	Details	
Thu Mar 23, 2017	📄 **Classwork: JavaScript** (https://psu.instructure.com/courses/1833897/assignments/9014175)	due by 1:29pm
	📄 **Classwork: Put it in your Packet** (https://psu.instructure.com/courses/1833897/assignments/9014180)	due by 1:29pm
	📄 **Homework: Web Usability Assignment** (https://psu.instructure.com/courses/1833897/assignments/9014204)	due by 1:29pm
	📄 **L10: Activities: The Internet and The Web** (https://psu.instructure.com/courses/1833897/assignments/9014547)	due by 1:29pm
Tue Mar 28, 2017	📄 **CATME Peer Assessment** (https://psu.instructure.com/courses/1833897/assignments/9014166)	due by 1:29pm
	📄 **Homework: Individual Assignment: Lynda.com Javascript Essential Training** (https://psu.instructure.com/courses/1833897/assignments/9066304)	due by 1:29pm
	📄 **Homework: Human Multitasking (Discussion)** (https://psu.instructure.com/courses/1833897/assignments/9014165)	due by 1:29pm
	📄 **Module 2 Quiz** (https://psu.instructure.com/courses/1833897/assignments/9014162)	due by 2:50pm
Thu Mar 30, 2017	📄 **Classwork: IS Development Methodologies** (https://psu.instructure.com/courses/1833897/assignments/9014174)	due by 1:29pm
	📄 **Homework: WiFi in Low Income Communities** (https://psu.instructure.com/courses/1833897/assignments/9014206)	due by 1:29pm
	📄 **L11: Activities: Information Systems Development** (https://psu.instructure.com/courses/1833897/assignments/9014558)	due by 1:29pm
Tue Apr 4, 2017	📄 **Classwork: Privacy is Dead** (https://psu.instructure.com/courses/1833897/assignments/9014179)	due by 1:29pm
	📄 **Homework: Human-Computer Interface (HCI) Discussion** (https://psu.instructure.com/courses/1833897/assignments/9014164)	due by 1:29pm
Thu Apr 6, 2017	📄 **Classwork: Your Computer Security Review** (https://psu.instructure.com/courses/1833897/assignments/9014186)	due by 1:29pm
	📄 **L12: Activities: Security and Privacy** (https://psu.instructure.com/courses/1833897/assignments/9014561)	due by 1:29pm
Tue Apr 11, 2017	📄 **Classwork: The Culture of Sharing** (https://psu.instructure.com/courses/1833897/assignments/9014185)	due by 1:29pm
	📄 **Homework: Bring Your Own Device (BYOD) Policy** (https://psu.instructure.com/courses/1833897/assignments/9014190)	due by 1:29pm

Date	Details	
Thu Apr 13, 2017	**⊟i Classwork: Porter's 5 Forces** (https://psu.instructure.com/courses/1833897/assignments/9014178)	due by 1:29pm
	⊟i Classwork: Return Policy (https://psu.instructure.com/courses/1833897/assignments/9014181)	due by 1:29pm
	⊟i L13: Activities: Business Issues (https://psu.instructure.com/courses/1833897/assignments/9014564)	due by 1:29pm
Tue Apr 18, 2017	**⊟i Classwork: Digital Divide** (https://psu.instructure.com/courses/1833897/assignments/9014170)	due by 1:29pm
	⊟i Classwork: Digital Divide Stats (https://psu.instructure.com/courses/1833897/assignments/9014171)	due by 1:29pm
Thu Apr 20, 2017	**⊟i zyBooks Assignments** (https://psu.instructure.com/courses/1833897/assignments/9014217)	due by 1:29pm
	⊟i Homework: Texting While Walking (https://psu.instructure.com/courses/1833897/assignments/9014203)	due by 1:29pm
	⊟i L14: Activities: Societal Issues (https://psu.instructure.com/courses/1833897/assignments/9014565)	due by 1:29pm
Fri Apr 21, 2017	**⊟i Homework: Individual Assignment: Feedback from Start Up Week** (https://psu.instructure.com/courses/1833897/assignments/9065928)	due by 11:59pm
Tue Apr 25, 2017	**⊟i Module 3 Quiz** (https://psu.instructure.com/courses/1833897/assignments/9014160)	due by 2:50pm
Thu Apr 27, 2017	**⊟i Roll Call Attendance** (https://psu.instructure.com/courses/1833897/assignments/9014208)	due by 1:29pm
	⊟i L15: Activities: Societal Issues (https://psu.instructure.com/courses/1833897/assignments/9014569)	due by 1:29pm
Tue May 2, 2017	**📅 VoiceThread - Peer Review** (https://psu.instructure.com/calendar?event_id=2712540&include_contexts=course_1833897)	1:29pm
	⊟i VoiceThread Submissions (https://psu.instructure.com/courses/1833897/assignments/9014216)	due by 1:29pm

Assignments are weighted by group:

Group	Weight
Activities	0.0%
zyBooks	5.0%
Attendance	5.0%
Extra Credit	2.0%
Classwork Assignments	10.0%
Homework Assignments	30.0%
Quizzes	30.0%
IT Careers Team Project	10.0%
VoiceThread Project	10.0%
Total	**102%**