**CIT 48500 the Living Lab**

**Syllabus**

**Instructors:**

Professor Connie Justice, CISSP

Computer Information Technology

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Vicky Smith

Computer Information Technology

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**Office Hours:**  By appointment

**Course Meetings:** Friday and Saturday 9am-5pm each week (one hour lunch break). Project status meetings are **REQUIRED (see below)**. Alternate project schedules may be considered but require instructor approval prior to enrollment.

**Clients:**

1.    Course Instructor(s)

2.    Professor or subject matter expert (SME) you are working on project with if applicable

3.    External Client if applicable

**CIO/CISO and Mentor:** Connie Justice

**IT Manager(s):** Vicky Smith, Nick Novotny, John Balaska & Rushabh Vyas

**Course Description**

The Living Lab allows students to apply networking, security, database, website, application development, computer graphics and multimedia concepts and techniques learned from prior CIT and CGT courses to internal and/or external projects. The Living Lab emulates an industry IT department in which students work on one or more projects as part of an IT team. Independent work is required and students will report all work to the professor or class IT manager.

**Prerequisite:**

CIT 20700/30700 or (CIT 21300 and 200 level CIT programming language) or CGT 29900 or consent of instructor

**Required Course Materials: There are no required textbook(s); however the Acceptable Use Policy and Living Lab Code of Conduct documents must be printed and signed on the first day of class in order to take this course.**

**Course Objectives:**

By the end of this course, students will have:

* Accountability to professor/clients
* Worked independently
* Worked in a real world environment
* Reinforced or learned new various IT skills
* Designed and implemented projects to meet client specifications
* Learned to consistently meet project deadlines on time
* Developed and/or improved project management skills
* Developed and/or improved client management skills
* Developed and/or improved project presentation skills
* Understood the need for continuing professional education

# General Course Information:

**Project Assignment(s):** The reality of these projects is that they will come in different shapes and sizes and degrees of difficulty. The more difficult projects will be weighted more heavily to balance out the load for each student. This is a rather unique component to this class. The course instructor or IT manager reserves the right to adjust project loads to produce desired results.

**Class Assignments:** All class assignments will be project related. Each student will work on one to many projects during the course of the semester. Students may work either on teams or individually. Some assignments/projects will be given directly by the course instructor or IT manager.

**Meetings:** **All students are required to attend the first Friday of class regardless of their schedule.** **In addition, project status meetings are mandatory each week and attendance is required either in person or on Skype.** These meetings will be used to report on project status, address issues and concerns, and to share project deliverables with the class.

**Weekly Status Reports:** All status reports should be submitted weekly *before the required time*. Status reports should be brief and concise. The status report will be submitted via the Living Lab website per instructions received the first day of class. The weekly due date for the weekly status report will be announced each semester. Status reports will have the following elements included:

1. Hours worked. Report hours worked on Living Lab tasks each week.
2. List (by project or topic):
   1. What you have accomplished,
   2. Challenges encountered, and/or
   3. Change(s) in direction.

**Reflective Journal:** Each student is responsible for keeping a weekly journal.  The journal is to be turned in at midterm and the completion of the course.

* For the purposes of the Living lab you will create a journal entry after each day. As you are writing in your journal, think about how you organized your thoughts and how you worked out and solved the IT problem. Think about the courses or experiences that prepared you to be able to solve this issue/problem on your own.
* The goal of a reflective journal is to get you to think about how you are learning and develop the skills necessary to become a life-long learner. You will pull from various course experiences as well as your hands on experience and apply to the current situation (experience). The journal will help you gain knowledge or your own thinking processes, and helps you to be able to control and manage your learning processes.

**Progress**: Each student is expected to create a project plan for each project and in that plan notate actual progress in comparison to the initial plan as the project evolves weekly. Progress is expected of each student for every project he or she is assigned. Project plans should clearly reflect progress on the project(s) assigned, or a clearly documented reason for lack of progress along with a plan for corrective action to get the project back on schedule. Demonstration of the ability to make successful progress and/or demonstration of adaptability to changes in project(s) and taking initiative to remodel a project outcome will be measured throughout the semester.

**Simon Mock Interview:** Each student is required to participate in a mock interview with a Simon employee. The process will include coordinating a mock interview time with the designated Living Lab staff member. Interviews will be approximately 30 minutes each. Prior to the interview day, at a time to be announced in class, students will email their chosen job description and resume to the interviewer. The purpose of this assignment is to provide each student with the opportunity to improve their resume and interviewing skills.

**Simon Volunteering:** Each student has the option of participating in a volunteer program with Simon Information Services. By taking advantage of this opportunity, students will be exposed to the various operations of Simon’s technical support group. To participate in this opportunity, students must schedule times with the designated Living Lab staff member.

**Attendance:** Unless other arrangements have been made with the course instructor, each student is expected to be in class Friday and Saturday from 9:00 AM to 5:00 PM. **If a student demonstrates poor attendance, points will be deducted from their grade.** Poor attendance includes but is not limited to tardiness and frequent absences.

**END OF SEMESTER DELIVERABLES INFORMATION:** Details and/or examples of the deliverables listed below are provided in Canvas *Files>>Deliverables and Samples*.  Project and Documentation deliverables may vary from one project/assignment to another to project as these deliverable items are custom to your Living Lab assignment.

* Presentation:  Prepare and present a 10 minute presentation summarizing your project or body of work during the semester. All materials will be ready and copied on the classroom presentation computer at least 30 minutes prior to start of presentations. Required dress is business casual. The presentation date will be on the last day of class; with the date to be announced. ***Attendance is mandatory for all students! Any student who does not have his or her presentation copied to the presentation computer 30 minutes prior to the start of presentations will receive a zero (0) for his/her presentation grade.***
* Cumulative Weekly Status Report: Each student's electronic submission from the Living Lab website will be evaluated.  Students do not have to include this in CD/DVD, Interns or Omega submissions.
* Reflective Journal: Each student is responsible to keep a weekly journal and turn it in at the completion of the course.
* Project Work Report: Each student will submit a project work report. This is a detailed multi-page comprehensive report. It is not advisable to wait until the last week or two of the semester to start this report. See the Work Report Guidelines document in *Files>>Deliverables and Samples* for instructions.
* Poster: Each student will present a poster at the end of the semester in electronic form (a printed poster is NOT required). The poster should also be incorporated into the PowerPoint presentation. A poster template is provided in *Files>>Deliverables and Samples*.
* Documentation:  Documentation associated with all project work, in a format that enables future student(s) to continue your work must be provided in electronic form. This includes a complete copy or set of all materials associated with but not limited to files, research, references, end-user guide, hardware documentation and/or actual full set of code related to or produced for the project.  Code files may be compressed.

All end-of-semester deliverables must be complete and uploaded to the INTERNS drive, OMEKA repository,  *2* (two) copies on a CD or DVD, and 1 client CD or DVD that has project documentation that must be turned in *prior* to presentation day (last day of class).  See Files for instructions to access the INTERNS drive and OMEKA repository. ALL submission formats (upload to Interns, OMEKA ***and*** CD/DVD are ***required***).

*Do not postpone this task until the morning of presentations.*  There will be no time allocated to address deliverable issues on Presentation Day.

**EACH STUDENT MUST TURN IN ALL SEMESTER END DELIVERABLES ON both CD/DVD and UPLOAD THEM TO THE INTERNS FOLDER AND OMEKA *PRIOR* TO FINAL PRESENTATION DAY.**

***IMPORTANT:*** All deliverables will be turned in or student will fail course.

# Grading:

**CIT 48500** is graded on A – F scale. Hopefully the opportunity for experience will provide enough motivation for all students to do well. Qualitative measures include the timeliness and the quality of your work. Your client's satisfaction is the number one criteria for success in the real world and in this course. **If you think you are in danger of not passing this course you will need to talk to the course instructor or IT manager as it is your responsibility to complete the work required.**

**Point Scale:**

Assignments                 100 points

Project Plan/Progress 400 points

Status Reports                  100 points

Reflective Journals           100 points

Project Work Report        100 points

Documentation                 100 points

Presentation                     50 points

Poster                              50 points

Total                              1,000 points

Grading

A                                     90 – 100

B                                     80 –   89

C                                     70 –   79

D                                     60 –   69

F                                     Below 60

**Late Assignments**

No late assignments will be accepted for credit. All assignments are expected to be turned in on time.

**Laptop Requirement**

Starting in the fall of 2012, all students in the Computer Information Technology Program are required to have a qualified laptop. This provision is **mandatory** for all CIT students, and other students taking 200, 300 or 400-level CIT courses. For more information on the Laptop Policy, visit <http://www.engr.iupui.edu/departments/cigt/undergrad/bscit/laptop-program.php>.

# Academic Integrity Statement

**Cheating is absolutely not tolerated at IUPUI!**

The IUPUI Code of Ethics is based on the need for trust in an academic community. IUPUI's system is developed by and maintained for the welfare of its students, and all students should make sure that they read and understand the provisions outlined in the Student Handbook. The code, which is available in the Office of the Dean of Students and in all school office, spells out what constitutes unacceptable behavior and the procedures to be followed when there are alleged cases of misconduct. The dean of students also has some very brief pamphlets on key areas of the code. The link that follows is not the code but rather abbreviated and paraphrased statements on key elements of the code: academic and personal misconduct as well as a section on what students should do if they believe that other students, faculty, or staff have violated their rights. The code also explains the procedures employed and how students may appeal decisions. For more information, consult the Code of Student Rights, Responsibilities, and Conduct as well as brochures located in the Office of the Dean of Students.

**Any form of cheating/plagiarism on an assignment, homework or quiz will result in both a zero score for the assignment, and an F grade in the course.** The case will be reported to the Chairman of the Department of Computer, Information & Leadership Technology and a letter describing the infraction will be placed in your student file. Further disciplinary action will be pursued according to university policy as described in Part III of the *Code of Student Rights, Responsibilities, and Conduct* (Issued August 15, 1997). Cheating, or helping another student to cheat, are considered equal cases of academic dishonesty and will be dealt with as noted above.

**What constitutes cheating?**

Giving another student access to your computer account, or negligently permitting another student to access your computer account constitutes cheating on your part if that other student copies any files that become implicated in a cheating case. Protect your account as if your academic career depends on it!

Giving another student your code "just to look at" has resulted in serious problems for both students in the past-even with the best of intentions. **Do not give your code to other students**. Note: When creating graphics or Web sites, treat Web content as you would treat content from a published article or book. Please see below for what is considered "**Acceptable**" and "**Cheating**".

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| --- | --- |
| **Acceptable** | **Cheating** |
| Including a brief quote from a web page with the source cited. | Copying entire pages or paragraphs and republishing it as your own. |
| Using graphics from a free clip art or graphic site. | Using someone else's graphics without permission. |
| Discussing an assignment with another student. | Copying another student's work. |
| Looking at code samples to help you figure out what to do. | Copying entire code segments and submitting it as your own. |

If you are confused as to the difference between helping each other (which is encouraged) and plagiarism (which will not be tolerated), please ask me.

**Adaptive Educational Services**

Adaptive Educational Services (AES) provides accommodations for students with special challenges or disabilities that may affect their classroom performance. If you are eligible you may register with AES by calling 274-3241. Visit http://www.iupui.edu/~divrsity/aes/ for more information.

**Disruptive Students**

Disruptive students may face disciplinary action according to University policy. Visit the Student Code of Conduct page at http://www.iupui.edu/code/#P2\_H for more information.

**Student Advocate Office**

The Student Advocate Office will answer your questions, direct you to the appropriate departments and people, familiarize you with university policies and procedures, and give you guidance as you look at ways to solve problems and make choices. For more information, visit them in UC002 or contact them at 278-7594, at stuadvoc@iupui.edu, or at http://www.life.iupui.edu/advocate/.

**CAPS**

If you find that life stressors are interfering with your academic or personal success, consider contacting Counseling and Psychological Services (CAPS). All IUPUI students are eligible for counseling services at minimal fees. CAPS also performs evaluations for learning disorders and ADHD; fees are charged for testing. CAPS is located in Union Building (UN) 418. For more information, see the CAPS web-sites at http://life.iupui.edu/caps/ and http://life.iupui.edu/caps/counseling.html, or call them at 274-2548.

**Academic Calendar**

Drop/add dates, and other miscellaneous dates can be found at <http://registrar.iupui.edu/accal.html>. It is strongly recommended that you to familiarize yourself with this academic calendar.