# San José State UniversityLucas College of BusinessSchool of Information Systems & TechnologyGary J. Sbona Honors Program

# BUS118h/119h, Honors Practicum in Information SystemsFall 2018/Spring 2019

|  | **Course and Contact Information** |
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| Instructor: | Jeanne Sawyer |
| Office Location: | BT256 |
| Telephone: | (408) 924-3526 (However, I do not listen to messages or answer this phone other than during office hours! Email is the most reliable method to contact me. Messages can also be left in my box at the department office, BT250 or 408-924-7790. I'll get these eventually, but not necessarily promptly. |
| Email: | Jeanne.sawyer@sjsu.edu |
| Office Hours: | M 1:45-2:45pm when classes are meeting, or by appointment. |
| Class Days/Time: | Mondays, 3:00-5:45 BBC103 |
| Classroom: | BBC103 |
| Prerequisites: | 110a, 110b and 100w. You must be admitted to the [MIS Honors Program](http://www.sjsu.edu/isystems/honorsprogram/index.html). If you have not already taken BUS112, you must take it concurrently with the first semester of the honors practicum.  |
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## Course Format

### Technology Intensive, Hybrid, and Online Courses

This is an Information Systems and Technology class, so is technology intensive. You may use the LCoB lab computers or work at your sponsor’s site, but your life will be easier if you have your own computer.

## Canvas, Faculty Web Page and Communication

Course materials such as syllabus, handouts, notes, assignment instructions, etc. can be found on [Canvas: https://sjsu.instructure.com/courses/1263281](https://sjsu.instructure.com/courses/1263281) You are responsible for checking Canvas regularly for updates. I strongly recommend that you set your account up to forward messages to your email. Email is our fundamental communication means between classes. I expect you to check and respond to email with me at least daily, preferably more frequently. You will communicate with your teammates in accordance with whatever you agree in your ground rules.

My faculty web page is: http://www.sjsu.edu/people/jeanne.sawyer/

## Course Description

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| Honors student teams will work to complete an MIS project for an organization in our community. Requirements include using industry-standard project management tools and methods, interacting with project stakeholders in a professional manner, and applying appropriate technical skills/processes to the project.  |

### Course Learning Outcomes (CLO)

Bus-118h/119h is a 2-semester advanced course in the *Practice of MIS*, particularly the implementation of information systems. Its purpose is to provide real world experience working on an application project and learning about all the issues associated with the successful completion of the project.

As a practicum, Bus-118h/119h provides the opportunity to learn a number of skills directly related to being successful in the workplace, specifically to:

* Participate in a team to complete an IT project for a sponsor in the community.
* Develop and practice the following key skills:
	+ using industry-standard project management tools and methods
	+ applying technical skills to a business need
	+ teamwork
	+ leadership
	+ communication
	+ flexibility and adaptability

You will learn to:

* Act professionally as a team-member to plan, design, implement, and deliver a real-world application project that is accepted by the sponsor
* Identify issues associated with the development and management of MIS projects and formulate appropriate strategies for handling them
* Create and use project management plans and updates in accordance with industry standards

This course gives you an opportunity to practice and demonstrate your mastery of all of the LCoB learning goals for undergrads:

**Business Knowledge, Communication, Ethical Awareness, Leadership Diversity & Teams, Critical Thinking, and Innovation**

## Required Texts/Readings

### Textbook

### Marchewka, Jack T. Information Technology Project Management: Providing Measurable Organizational Value. 5th Edition. John Wiley & Sons: 2015. ISBN: 978-1-118-91101-3. E-book is fine. I do not know how different international or other editions are, but you are welcome to check. We DO use much of the book. You'll need it both semesters.

### Other Readings

### Other readings will be provided via Canvas.

### Other technology requirements / equipment / material

## You will use the technology required by your sponsor and the needs of your project. Appropriate software will be provided by the sponsor, or the LCoB (or MISA), e.g., via Dreamspark. You will be required to use MS Project to manage your project plan. It is available via Dreamspark, but I am hoping to have an online version available.

## Course Requirements and Assignments

### *****Team Projects*****

The team project is the heart of this class and the primary assignment.  You cannot pass the class without successfully participating in the team project. This assignment has multiple deliverables: some are due throughout the year, but a significant part of the project is due at the end of the semester and end of the project. Details will be discussed in class and are available on Canvas.

### Reading Journals/Speaker Evaluations

There will be a reading journal for reading assignments to help you focus on the assigned readings and to prepare for the class discussions. Reading Journals will be available on Canvas when the assignment is made. Submit them back to Canvas. Your grade for each reading journal is all or nothing: if you submit the journal *on time* and you've clearly put reasonable thought into it, you get the points. Unless you make other arrangements with me *in advance*, you cannot submit Reading Journals late and your grade for that Reading Journal will be 0. Speaker Assessments are treated like reading journals for grading: all or nothing. When we have a guest speaker, you submit a short (about 2 paragraphs) write-up to Canvas about the speaker prior to the next class. The write-up should include a short summary of what the speaker discussed plus your evaluation of what was interesting and important about what the speaker presented. If you are not present in class for the guest speaker, you may not submit an evaluation. Points for this are scaled so that missing one or two of these won’t affect your grade, but missing more than that will.

### *****Participation*****

Participation is effort as well as value delivered. That means *active* involvement in and out of class by participating in discussions, working well with your team and contributing your share of work, etc. Everything you do in the class and with your team can help or hurt your participation grade. For example, leading discussions and asking questions helps, sleeping or doing non-related activities hurts (a lot). Working hard helps, but not delivering your share of the work at an acceptable quality level hurts. Since this is honors, I assume active participation will be the norm for everyone in the class, but: Everyone starts with 80 points. Showing up for class, speaking up occasionally and *not* doing anything disruptive (like web surfing) lets you keep your 80 points. Enthusiastic, regular participation throughout the semester gets you more points. If you "go the extra mile" for your team, you gain points. If you are a challenge for your team, you lose points.

### Final Evaluation

This class does not have exams. There is a set of deliverables at the end of the semester and the end of the project. These include a team report, presentation (to the class, your sponsor and invited guests such as other faculty, the project itself and individual (honors) papers. Details are on Canvas.

## Grading Information

Since this is a two-semester class, with projects expected to span both semesters, your grade in the first semester will be based on progress that far and your grade in the second semester will be cumulative, i.e., include your performance in the first semester. Because the university treats it as two separate courses, you will register for 118h the first semester and 119h the second semester. If you have questions about this, please see me!

If you drop out of the class after the first semester and do not complete the project, you will not qualify for completing even one semester of the Gary J. Sbona Honors Program. *When you accept admission to the Program in MIS, you are committing to both semesters.*

Note that a large portion of your grade requires that you create and follow a project plan, adjusting appropriately as the project proceeds. Getting an "A" requires excellent project management as well as delivering an excellent product.

***This is all subject to change*.** We will discuss changes in class to be sure everyone knows in advance what is happening. The grading is complicated because of the 2 semesters, and because good project management requires multiple deliverables. Grading them separately, including drafts, gives you more feedback and more opportunity to learn how to do this well. *If you have questions, please ask me.*

### Grade Distribution

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| --- | --- | --- | --- | --- |
|   | **Description** | **Points** | **Percentage** | **Comments** |
| **Team Grades** | Project Initiation | 140 | 14% | Ground Rules =10 pts., Charter = 40 pts., Project Assessment = 40 pts., Project Plan = 50 pts. You will turn in a draft and at least one final version of each of these to be graded. The draft will count 40% of the points available, the final will count 60%. Points may be adjusted up or down, depending on whether you improve these documents (or not) during the course of the project). |
|   | Final Report | 100 | 10% | There will a semester-end report at the end of the 1st semester as well as the Final Report at the end of the project. Semester-end report = 40%. Final report = 60%. |
|   | Project Presentation | 50 | 5% | Like the final report, there will be both semester-end and Final presentations. Semester-end presentation = 40%, final presentation = 60%. (NOTE: there's another 50 points for your individual part in the presentation.) |
|   | Product (system, database, website, etc. that you develop: all product deliverables.) | 200 | 20% | This is the point of it all: everything you deliver to your sponsor to help them achieve the business objective of the project. This will be a year-end assessment that will include the entire project, but you will get an “interim” grade for the first semester. If you do more than one project, it will be the average of both projects. |
|   | Project Management | 100 | 10% | Progress Reports = 50 pts., average of all assigned. Instructor assessment =50 pts. This will be a year-end assessment that will include both semesters, but you will get an “interim” grade for the first semester. It will consider how well you, as a group, managed the project including maintaining the project plan, managing the relationship with your sponsor, etc. |
|   | Sponsor Evaluation | 100 | 10% | Your final points will be the average of 1st and 2nd semester assessment. |
|   | Peer Assessment | 10 | 1% | Average of all submitted. If you don't submit yours, you get 0 regardless of your peers' evaluations. This will only be assessed at the end of the second semester. |
|   | **Sub Total** | **700** | **70%** | Weighted by Peer Assessment |
|   |   |   |   |   |
| **Individual Grades** | Reading Journals/Speaker Assessments | 50 | 5% |   |
|   | Participation | 100 | 10% | The year-end assessment will include both semesters, but you will get an “interim” grade for the first semester. |
|   | Honors Paper | 50 | 5% | Like the team presentation and report, there will be both a semester-end and Final Honors paper. Semester-end = 40%. Final paper = 60% |
|   | Project Management | 50 | 5% | This assessment is of your individual contribution to the successful management of your project. Your final points will be a year-end assessment which will include both semesters, but you will get an “interim” grade for the first semester. |
|   | Individual presentation | 50 | 5% | These points are the sum of your individual contribution to the team semester-end and final presentations. Semester-end = 40%, Final = 60%. |
|   | **Sub Total** | **300** | **30%** |   |
| **Total** |   | **1000** | **100%** |   |

### Determination of Grades

Each assignment will be graded, with detailed comments, as indicated on Canvas. Please see me if you have any questions about grading (or anything else).

The following approximate scale will be used on **total percentage**earned by each student. Since this is an honors class, I expect everyone to earn an "A"! However, it's yours to earn--or not. I do award + and - grades for borderline scores.

### Letter grade calculation

| **Percentage** | **Grade** |
| --- | --- |
| 94% and above | A |
| 93% - 90% | A- |
| 89% - 87% | B+ |
| 86% - 84% | B |
| 83% - 80% | B- |
| 79% - 77% | C+ |
| 76% - 73%  | C |
| 72% - 70% | C- |
| 69% - 67%  | D+ |
| 66% - 63% | D |
| 62% - 60% | D- |
| **below 60%** | **F** |

## If You Need Help

If you are having trouble understanding the material, having technical, writing or management difficulties with your project, etc., please ask for help right away! The only stupid question is the one not asked. If your team is having difficulties internally or with your sponsor, or you are having difficulty with your team, ask for help as soon as you are aware of the problem. In general, I expect the teams to be self-managed: as in the work environment, I expect you to figure things out and handle it yourselves. Keep in mind that these are real-world projects, not pre-made class assignments. There are no known answers. However, I am certainly available to guide you/help figure out how to handle whatever happens. That said, if I don't know about a problem until the end of the project, it's too late for me to help you. You can come see me during my office hours or make an appointment. Good management says you should try to resolve it yourself, but if you can't in a reasonable amount of time, please ask for help!

## Classroom Protocol

Lucas College and Graduate School of Business: Program Goals and Class room policy

<http://www.sjsu.edu/cob/Students/policies/index.html>

## University Policies (Required)

Per University Policy S16-9, university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc. will be available on Office of Graduate and Undergraduate Programs’ [Syllabus Information web page](http://www.sjsu.edu/gup/syllabusinfo/) at http://www.sjsu.edu/gup/syllabusinfo/”

**Lucas College and Graduate School of Business:**

**Mission:**We are the institution of opportunity in Silicon Valley, educating future leaders through experiential learning and character development in a global business community and by conducting research that contributes to business theory, practice and education.

# Course Schedule

The course schedule, reading assignments, due dates, etc. are available on Canvas.