

**Course Syllabus**

**IT599: Applied IT Master Project**

**TABLE OF CONTENTS**

|  |  |  |
| --- | --- | --- |
| [Course Calendar](#CourseCalendar) | [Discussion Boards](#DiscussionBoards) | [Netiquette](#Netiquette) |
| [Course Description](#CourseDescription) | [Seminars](#EnrichmentSeminars) | [Policies](#policies) |
| [Course Information](#CourseInformation) | [Grading Criteria/Course Evaluation](#GradingCriteria) | [Projects](#Projects) |
| [Course Materials](#CourseMaterials) | [Instructor’s Grading Criteria/Timetable](#InstructorsGrading) | [Rubrics](#Rubrics) |
| [Course Outcomes](#CourseOutcomes) | [Kaplan University Grading Scale](#KaplanUniversity) | [Tutoring](#Tutoring) |

**COURSE INFORMATION** [**TOP**](#Tableofcontents)

**Course Title:** Applied IT Master Project

**Credit Hours:** 4

**Prerequisites:** Last term or permission of Program Chair and/or Dean of the School of Information Systems and Technology

|  |  |
| --- | --- |
| It is strongly recommended that students complete the [Campus Tour](https://kucampus.kaplan.edu/Presentation/ViewPresentation/1), available under Presentations on the lower right of your Student Homepage. This essential tutorial discusses hardware and software requirements as well as presenting an overview of learning with the Kaplan University course platform. |  |

**COURSE MATERIALS** [**TOP**](#Tableofcontents)

**Textbook Information**

There is no textbook for this class. However, it is suggested to refer to any textbook you have used in the MSIT program and/or to also use the Kaplan Library.

**Software Requirements**

Google Chat™ will be used to communicate with the instructors during office hours. Please review the [Google Chat Quick Start Guide](http://extmedia.kaplan.edu/global/KSGmailChatQuickStartGuide.pdf) for an overview of the system.

Microsoft® Word®, Microsoft® Excel®, Microsoft® PowerPoint®, and Microsoft® Project® are required for this course. Free downloads are available through DreamSpark. Using this account, you can get a copy of Project and Microsoft® Visio®. Project will be necessary for this class. Visio is optional for this class.

Students must fill out a [DreamSpark Account Request form](https://docs.google.com/spreadsheet/viewform?hl=en_US&formkey=dFN3NmtISDNuaDdtTEFmdmhITFZNUkE6MQ)

**Other:**

Please bring your microphone to class as seminars will be interactive.

**COURSE DESCRIPTION** [**TOP**](#Tableofcontents)

The Applied IT Master Project demonstrates a synthesis of knowledge gained in the degree plan. In this course, the student will implement an approved IT project. The project should emphasize the student's ability to make use of the knowledge gained in the Master of Science in Information Technology program. The student will investigate a topic, evaluate alternative approaches, and present a proposed solution in a professional manner. The student will reflect upon his or her learning experiences in the Master of Science in Information Technology program and what he or she offers to the industry.

**COURSE OUTCOMES** [**TOP**](#Tableofcontents)

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

**IT599-1:** Evaluate the theory, principles, and practices of information systems.

**IT599-2:** Employ project management skills to construct plans for information technology projects.

**IT599-3:** Assess and analyze data to arrive at logical decisions for solving complex problems.

**IT599-4:** Apply appropriate technologies in the analysis and design of information systems.

**IT599-5:** Assess ethical, legal, and social issues within the information technology field.

**Professional Competency Outcome(s)**

**PC 6.3:** Integrate standards of the field and ethical principles into the problem solving process.

**COURSE CALENDAR** [**TOP**](#Tableofcontents)

|  |  |  |
| --- | --- | --- |
| **Unit # and Topic** | **Learning Activities** | **Outcomes** |
| Unit 1: IT Project Theory / Practice and Project Proposal | Discussion  Seminar  Assignment | * Assess IT project theory and practice. * Assess the development of a project proposal. |
| Unit 2: IT Project Implementation Plan | Discussion  Seminar  Assignment | * Produce an IT project plan. |
| Unit 3: Peer Reviews and Project Status Report or Project Implementation Milestone 1 | Discussion  Seminar  Assignment | * Review a project plan and provide feedback. * Update your project plan. * IT Project Managers   + Conduct a status meeting.   + Create a status report. * IT Specialist   + Begin the work as outlined in the IT project plan and complete the first milestone. |
| Unit 4: Project Execution and Tracking (Unplanned Event) or Project Implementation Milestone 2 | Discussion  Seminar  Assignment | * IT Project Managers   + Solve unplanned event.   + Conduct status meeting   + Create a status report. * IT Specialist * Continue the work outlined in the IT project plan and completed the second mliestone. |
| Unit 5: Final Project Closure Report or Project Implementation Final Milestone (Project Completion) | Discussion  Seminar  Assignment | * IT Project Managers   + Prepare final project closure report. * IT Specialist   + Complete project as defined in project plan. |
| Unit 6: Project Presentation | Discussion  Seminar  Assignment | * Create a post project presentation for stakeholders. * Communicate project specifics including lessons learned. |

**GRADING CRITERIA/COURSE EVALUATION** [**TOP**](#Tableofcontents)

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessments** | **Number** | **Points each** | **Total Points** |
| **Discussion** | **5**  **1** | **20**  **50** | **150** |
| **Assignments** | **4** | **100** | **400** |
|  | **1** | **150** | **150** |
| **Seminar** | **6** | **20** | **120** |
| **Program Portfolio** | **1** | **80** | **80** |
| **Final Project** | **1** | **100** | **100** |
| **Total Points** |  |  | **1000 Points** |

**KAPLAN UNIVERSITY GRADING SCALE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade** | **Points** | **Percentage** | **Grade Point** |
| A | 900 – 1000 | 90-100% | 4.0 |
| B | 800 – 899 | 80-89% | 3.0 |
| C | 700 – 799 | 70-79% | 2.0 |
| F | 0 – 699 | 0-69% | 0.0 |
| CC |  | Credit by Examination | N/A |
| I |  | Incomplete | 0.0 |
| P |  | Pass | N/A |
| S |  | Satisfactory | N/A |
| TC |  | Transfer Credit | N/A |
| U |  | Unsatisfactory | N/A |
| W |  | Withdrawal | N/A |
| MW |  | Military Withdrawal |  |

**INSTRUCTOR’S GRADING CRITERIA/TIMETABLE** [**TOP**](#Tableofcontents)

All course Projects submitted on time will be graded within 5 days of their due date (the Sunday of the following unit). Late work will be graded within 5 days of the submission date. Discussion Board grades will be updated each week no later than Sunday of the week following the unit’s completion.

**POLICIES** [**TOP**](#Tableofcontents)

Students who wish to review current policies (academic appeals, attendance/tardiness, plagiarism, etc.) should refer to the current [Kaplan University Catalog](http://extmedia.kaplan.edu/global/Catalog/Kaplan_Catalog.PDF) and/or [Addendum](http://extmedia.kaplan.edu/global/Catalog/Kaplan_Catalog_Addendum.PDF).

**LATE POLICY** [**TOP**](#Tableofcontents)

You are expected to submit all assignments and projects by the deadline published in the course syllabus, e.g., Tuesday night of the Unit.

Students may turn in late work up to two weeks after the due date. After that, a zero will be assigned for each assignment. Ten percent of the assignment value will be deducted after the assignment is graded for each week that an assignment is late. For example, if your assignment worth 100 points is due on Tuesday and you submit it on Wednesday, 10 points will be deducted after it is graded. If you submit it **two weeks late**, there will be a reduction of 20% of the original assignment value after the assignment is graded

All late work must be submitted by Sunday of the last unit. No late work will be accepted after this without an [Incomplete Grade](http://catalog.kaplanuniversity.edu/Academic_Grades_and_Marks.aspx) approval.

Certain course activities may not be eligible for late submission. These include, but are not limited to discussions, seminars, quizzes, labs, exams, and clinical activities.

We know that extenuating circumstances can interfere with timely submission of your work. Be sure to tell your professor and your Education Advisor right away if you are going to be late with a submission.

Your professor will determine whether an exception to the Kaplan University Late Policy is appropriate. S/he may also require you to provide documentation of the reason. If your professor determines that an extension is warranted, s/he will provide you with the expectations for your submission or assignment in writing.

Extenuating circumstances include, but are not limited to, personal/family member hospitalization, family member death, a severe weather event, a natural disaster, and an active military assignment that prevents internet connectivity. Computer-related issues, Internet connectivity, and account blocks are generally not considered extenuating circumstances.

**TUTORING** [**TOP**](#Tableofcontents)

Tutoring and many other resources are available in the Kaplan University Writing Center which you can access on the right-hand side under Academic Support on your KU Campus page. You can find everything from using commas to conducting research. You can learn APA citation, review grammar, see sample essays, and this is just scratching the surface! In addition, you can also chat with a live tutor during live tutoring hours (listed in the Writing Center) that can help you locate material within the Writing Center, understand a particular Assignment, and explore the Kaplan library. Finally, you can submit a paper and receive comments specific to that paper within 48–72 hours.

**PROJECTS** [**TOP**](#Tableofcontents)

**Projects** — Projects are Assignments that require you to submit coursework to the instructor via the Dropbox. Projects are graded Assignments, whereas exercises are ungraded.

**FINAL Projects/Final Exam**

Most courses require a Final Project and/or Exam. In some cases, a course will include a Midterm Project or Exam.

Projects are due Tuesday 11:59 p.m. ET of their assigned unit.

**SEMINARS** [**TOP**](#Tableofcontents)

A description of all Seminars to be held can be found under each of the units in the course. For the day and time of Seminar for this course, refer to the [Instructor Information and Seminar Time](#InstructorInfo) section of this document.

To access your Seminar, log in to your home page. There are two routes to attending the Seminar. Click on the “My Studies” button then select the “My Seminars” link. Or locate the class for which you are attending Seminar, and then click on the “My Seminars” link. In the “My Seminars” area, select the date range of the Seminar you want to attend then click the “View” button. Using the Calendar View or the Table View click on the Seminar you want to attend. After a brief pause, you will be in the Seminar. Your name should appear on the left side of the screen. For additional instructions, review Seminar Instructions found in the Course Home menu for the course.

**DISCUSSION BOARDS** [**TOP**](#Tableofcontents)

Discussion topics provide a forum for students to seek clarification and answer important questions about the course material. The Discussion also allows students to receive feedback from the instructor and other students in the class. A Discussion topic grade will be posted to the Gradebook for each unit using the following grading criteria.

The Discussion Board Requirement:

* Post a minimum of 3 posts per Discussion topic. One initial response and two replies to your classmates.
* Posting on a minimum of 3 different days, for example: Wednesday, Friday, and Monday
* The first post must be made by Saturday.

### ****Participating in Discussion Boards****

You will communicate with your professor and classmates using the Discussion Board areas. This is where you post your responses to Discussion topics and share your experiences in completing exercises and applying the content of the course.  
  
Participation in Discussions is required and will help determine your grade. You are expected to contribute to each of the Discussion topics in each unit. You should read all responses of other students and add your own.   
  
During Discussions, you must demonstrate not only that you understand the subject matter but also that you can apply what you have learned, analyze it, integrate it with knowledge you already have, and evaluate it critically. Your postings should be appropriate and timely contributions that add value to the Discussion. Your instructor will provide you more detailed information about requirements and grading related to participation in Discussions.   
  
**Discussion Guidelines**To ensure your success as a contributor to Discussions and as a student in this class, we suggest the following guidelines for posting:

* Be clear about which message you are responding to. Refer to specific passages or ideas in the course or text that have sparked your interest.
* Make sure your contribution adds something new to the discussion. A simple "I agree" may be your initial response, but think about how you can take the conversation to the next level.
* Make your posting clear and easy to follow by dividing longer messages into paragraphs.
* Address classmates by name or user name, and sign your own messages.
* Feel free to pose new questions to your classmates within your own message.
* Use correct spelling, capitalization, grammar, syntax, and punctuation.
* If you plan on posting a lengthy response, it is a good idea to type your response in Microsoft® Word® or Notepad™, then copy and paste it into the Discussion area. This way you will always have a record of your communication if for some reason you lose your connection to the course.
* If you have any questions on these procedures, please contact Kaplan University Student Services.

#### ****Sample Topics and Answers****

The following are some examples of acceptable and unacceptable responses to Discussion topics:

Sample Topic: "The author claims that the internet has changed teaching. How would you respond to this assertion?"

Unacceptable: "I agree."

Unacceptable: "I think the author is off her rocker on this point. I can't stand it when techies try to write about education."

Acceptable: "I agree with Becky W's basic point--that is, I think she's right that the advent of the internet means dramatic changes in how we teach. But I think she's so concerned with whether technology is going to replace teachers that she misses an essential point. Teachers must change themselves to use the internet effectively. The internet will never replace teachers and it will never be a successful tool unless teachers make it one."

Acceptable: "I disagree with Becky W. The internet has not changed teaching any more than the printing press changed teaching, or modern instructional design has changed teaching. New ideas about teaching and new technologies help us deliver good teaching more effectively. They may help us understand more fully what we're delivering. They may help us reach more students. But the essence of good teaching remains the same."

**NETIQUETTE** [**TOP**](#Tableofcontents)

Interactions in an online classroom are in written form. Your comfort level with expressing ideas and feelings in writing will add to your success in an online course. The ability to write is necessary, but you also need to understand what is considered appropriate when communicating online.

The word "netiquette" is short for "Internet etiquette." Rules of netiquette have grown organically with the growth of the Internet to help users act responsibly when they access or transmit information online. As a Kaplan University student, you should be aware of the common rules of netiquette for the Web and employ a communication style that follows these guidelines.

* Wait to respond to a message that upsets you and be careful of what you say and how you   
  say it.
* Be considerate. Rude or threatening language, inflammatory assertions (often referred to as "flaming"), personal attacks, and other inappropriate communication will not be tolerated.
* Never post a message that is in all capital letters — it comes across to the reader as SHOUTING! Use boldface and italics sparingly, as they can denote sarcasm.
* Keep messages short and to the point.
* Always practice good grammar, punctuation, and composition. This shows that you have taken the time to craft your response and that you respect your classmates' work.
* Keep in mind that Discussion Boards are meant to be constructive exchanges.
* Be respectful and treat everyone as you would want to be treated yourself.
* Use spell check!

You should also review and refer to the Electronic Communications Policy contained in the most recent Kaplan University Catalog.

*\*\*Note: This Syllabus is subject to change during current and future courses. Please refer to the most updated Syllabus for this course provided by your instructor.*

**RUBRICS** [**TOP**](#Tableofcontents)

## Discussion Board Participation Rubric

The Discussion Board Requirement:

* Students are to post a minimum of three posts per Discussion Board. One initial response and two replies to their classmates.
* Posting on a minimum of 3 different days, for example: Wednesday, Friday, and Monday
* **The first initial response to the Discussion topic must be made by Saturday.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quality (40%) of your post will be measured on the following criteria:**   * **All assigned Discussion topics were answered completely** * **Posts were on topic and unique in content** * **All posts demonstrated analysis of the topic** | | | | **Score** |
| No quality criteria were met.  0 points) | One criterion was met.  (8 points) | Two criteria were met.  (24 points) | Criteria were fully met.  (40 points) | **­­­­**  **\_\_\_\_ pts.** |
| **Participation Guidelines (30%) will be measured on the following criteria:**   * **Initial post no later than Saturday, midnight ET** * **Posts made to each Discussion topic on at least 3 different days** * **The original post to be no less than 100 words** | | | |  |
| No participation  criteria met.  (0 points) | One criterion was  met.  (6 points) | Two criteria were  met.   (18 points) | Criteria were fully  met.   (30 points) | **\_\_\_\_ pts.** |
| **Clarity and Organization of Writing (20%) of your post will be measured on the following criteria:**   * **Posts were organized and logical** * **No spelling or grammatical errors** * **References were used and cited properly** | | | |  |
| Criteria were not  met at all.  (0 points) | One criterion was  met.  (4 points) | Two criteria were  met.  (12 points) | Criteria were fully  met.  (20 points) | **\_\_\_\_ pts.** |
| **Professional & Netiquette (10%) in your post will be measured on the following criteria:**   * **Respect and consideration toward peers/instructors** * **Appropriate language** * **Professional use of abbreviations and acronyms** | | | |  |
| Criteria were not  met at all.  (0 points) | One criterion was  met.  (2 points) | Two criteria were  met.  (6 points) | Criteria were fully  met.  (10 points) | **\_\_\_\_ pts.** |
|  |  |  | Total Points in percentage | **\_\_\_\_\_%** |
|  |  |  | Total points x (DQ post value)  ( \_\_\_% x \_\_ pts.) | **\_\_\_\_ pts.** |