



Department of Information Sciences and Technology  
The Volgenau School of Engineering  
IT 293 - Applied IT: Junior Transition  
Spring 2018

## **Syllabus**

revised January 10, 2018

## **Faculty and Staff**

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## **Catalog Description**

Focuses on transition issues for sophomores and transfer students in Applied Information Technology programs. Assists sophomore and transfer students with choice of concentration, course selection, and career readiness.

**Prerequisites:** Sophomore Standing

**Required Textbook:** None

## **Rationale**

Each student pursuing a Bachelor of Science in Information Technology degree must choose an area of focus by declaring a concentration among one of several fields of study. It is important that these students be guided to choose an area in information technology that best matches their skill set and interests. It is also essential that these students are well informed of the career paths

that are available to them upon graduation as well as options to pursue alternative studies including higher level degrees.

### **Course Outcomes**

The three primary goals of the course are to guide students to make informed decisions when choosing a specific concentration (while discussing the content of the various concentration courses), to provide information on career paths that are available within each concentration area, and to inform students of the options they have available for completing minors, second majors as well as graduate studies. Other important issues such as capstone courses and certifications are also discussed.

### **Supported Student Outcomes at the Program Level:**

- (f) An ability to communicate effectively with a range of audiences
- (h) Recognition of the need for and an ability to engage in continuing professional development

### **Tentative List of Topics:**

- General IST Program Structure
- Catalog year issues
- Concentration overview and course selection
- Other program issues
- Overview of Capstone Courses
- The Capstone Experience
- University Life
- CISCO Certifications
- Other IT certifications (e.g. A+, MCSE, PMP, etc.)
- Career Services Overview
- Web Development and Multimedia Concentration
- Database Technology and Programming Concentration
- Networking and Telecommunications Concentration
- Information Security Concentration
- MS Programs Overview
- Second Major Options
- Experiences in the IST program
- Current state of the IT industry

### **Grading**

Grades will be awarded in accordance with the GMU Grading System for undergraduate students. See <http://catalog.gmu.edu/policies/academic/> under [Grading](#) for more information.

*Letter grades will be assigned according to the following scale:*

Numeric Score	Letter Grade	
97 – 100	A+	Passing
93 – 96	A	Passing
90 – 92	A–	Passing
87 – 89	B+	Passing
83 – 86	B	Passing
80 – 82	B–	Passing
77 – 79	C+	Passing
73 – 76	C	Passing
70 – 72	C-	Passing*
60 – 69	D	Passing*
0 – 59	F	Failing

\* Grades of "C-" and "D" are considered passing grades for undergraduate courses. However, a minimum grade of "C" is required in the BSIT program for any course that is a prerequisite for one or more other courses.

*Final grades will be determined based on the following components:*

<b>Assignments</b>	<b>100%</b>
<b>Job Description Report</b>	20%
<b>LinkedIn Profile</b>	20%
<b>Advising Session Assignment</b>	20%
<b>Participation Workshop/Job Fair/Engineers Week</b>	20%
<b>Participation</b>	20%

- ❑ **Job Description Report**
- ❑ **LinkedIn Profile**
- ❑ **Career Services Workshop/Job Fair/Engineers Week Participation**

For more information about the above assignments, please check the Assignments page on Blackboard. **These assignments must be uploaded onto Blackboard; late submission will not be accepted.**

- ❑ **Advising Session Assignment**

It is mandatory for all students in the class to **physically** meet with an academic advisor of the IST department to declare a concentration and determine a plan of study. Please visit the following link for instructions on how to get an appointment with an advisor:

<https://ist.gmu.edu/advising/appointments>

Each student would need to download advising verification document from Blackboard, have the advisor fill it out and sign it. The student should then scan and upload the signed form onto Blackboard through the assignments tool. **Students are advised to obtain an**

**appointment with an advisor as soon as possible, preferably within the first week of the course as appointments fill up very fast. No excuses will be accepted for not being able to submit this assignment. Prior meetings with an academic advisor will not count as credit towards this assignment.**

□ **Participation**

Each student will receive a maximum of 20 participation points. 10 of these points will be based on attendance, and the remaining 10 points will be based on participation. There are two ways to receive the participation points: (1) ask at least 5 relevant questions of any of the presenters throughout the course; or (2) give a mini presentation (5 minutes speaking followed by 5 minutes Q&A with classmates) on relevant class or work experience (e.g., taking capstone sequence, searching for a job, getting a security clearance, etc.) Bonus points may be earned by contributing ideas, initiating discussions with the instructor, commenting on points made by others, and taking an active part in class activities, etc. The instructor will keep track of the extent of each student's participation in the course. **Students will not receive points solely for attendance.**

**Attendance Policy**

Students are expected to attend each class, to arrive on time, to complete any required preparatory work and to participate actively in lectures, discussions and exercises. As members of the academic community, all students are expected to contribute regardless of their proficiency with the subject matter.

Students are expected to make prior arrangements with Instructor if they know in advance that they will miss any class and to consult with the Instructor as soon as possible if they miss any class without prior notice. Students who anticipate absences are discouraged from taking the class.

**Classroom conduct**

Students are expected to conduct themselves in a manner that is conducive to learning, as directed by the Instructor. Any student who negatively impacts the opportunity for other students to learn will be warned – if disruptive behavior continues, the student will be asked to leave the classroom.

Electronic devices are potential distractions in the classroom environment. **Laptops, cell phones, pagers and other handheld devices must be turned off or set to "silent" mode and not used while class is in session.**

**Communications**

Registered students will be given access to a section of [the Blackboard Learning System](#) for this course. Blackboard will be used as the primary mechanism (outside of lectures) to disseminate course information, including announcements, presentation slides, homework and other

assignments, and scores for all graded materials. **Lecture slides are complements to the lecture process, not substitutes for it - access to presentation slides will be provided in Blackboard as a courtesy to students provided acceptable attendance is maintained.**

Communication with the Instructor on issues relating to the individual student should be conducted using GMU email, via telephone, or in person - **not** in the public forums on Blackboard. Email is the preferred method. Federal privacy law and GMU policy require that any communication with a student related in any way to a student's status be conducted using secure GMU systems – if you use email to communicate with the Instructor you **MUST** send messages from your GMU email account.

### **Religious Holidays**

A list of religious holidays is available on the University Life Calendar page. Any student whose religious observance conflicts with a scheduled course activity must contact the Instructor **at least 2 weeks in advance** of the conflict date in order to make alternative arrangements.

### **Privacy**

Instructors respect and protect the privacy of information related to individual students. Issues relating to an individual student will be discussed via email, telephone or in person. Instructors will not discuss issues relating to an individual student with other students (or anyone without a need to know) without prior permission of the student.

Assessable work other than final exams (if administered) will be returned to individual students directly by the Instructor (or by a faculty or staff member or a Teaching Assistant designated by the Instructor, or via another secure method). Under no circumstances will a student's graded work be returned to another student.

Faculty and staff will take care to protect the privacy of each student's scores and grades.

### **Disability Accommodations**

The Office of Disability Services (ODS) works with disabled students to arrange for appropriate accommodations to ensure equal access to university services. Any student with a disability of any kind is strongly encouraged to register with ODS as soon as possible and take advantage of the services offered.

Accommodations for disabled students **must** be made in advance – ODS cannot assist students retroactively, and at least one week's notice is required for special accommodations related to exams. Any student who needs accommodation should contact the Instructor during the first week of the semester so the sufficient time is allowed to make arrangements.

### **Honor Code**

All members of the Mason community are expected to uphold the principles of scholarly ethics. Similarly, graduating students are bound by the ethical requirements of the professional communities they join. The ethics requirements for some of the communities relevant to IST graduates are available via the following links:

- [ACM Code of Ethics and Professional Conduct](#)
- [IEEE Code of Ethics](#)
- [EC-Council Code of Ethics](#)

On admission to Mason, students agree to comply with the requirements of the [Honor Code](#) at George Mason University. Student members of the George Mason University community pledge not to **cheat**, **plagiarize**, **steal**, and/or **lie** in matters related to academic work. The Honor Code will be strictly enforced in this course.

The Instructor reserves the right to use manual and/or automated means (including such services as [Turnitin.com](#)) to detect plagiarism in any work submitted by students for this course, and to direct Teaching Assistants and/or other faculty and/or staff members to do likewise in support of this course.

For this course, the following requirements are specified:

- All assessable work is to be prepared by the individual student, unless the Instructor explicitly directs otherwise.
- All work must be newly created by the individual student for this course for this semester. Any usage of work developed for another course, or for this course in a prior semester, is strictly prohibited without prior approval from the instructor.

### **Class Rules**

- No eating or drinking permitted!
- Turn off all mobile devices (e.g., pagers, phones, and laptops)!