

LIS 4708

Perspectives on Information Technology

Dr. Mia Liza A. Lustria, College of Information, Florida State University



COURSE SURVIVAL GUIDE AND MAP

Course Info

- Term: Spring 2009
- Course Section: 01
- Course Credit: 3 credit hours
- Course Schedule: 12:30 to 1:45 p.m. TTH
- Location: 308 HCB
- Course Website: <http://campus.fsu.edu>

Instructor Info

- Professor: [Dr. Mia Liza A. Lustria](#)
- Consultation Hours: 11-12 a.m. TR or by appointment
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- Voice: (850) 644-6237
- Fax: (850) 644-9763
- E-mail: mlustria@ci.fsu.edu
- Availability by e-mail: 8 a.m. to 5 p.m. M-F

Course Description

Information Science is concerned with managing the knowledge of an organization in order to enable its people to become more relevant, effective and productive. It is no longer sufficient for an organization to simply have a computer network and a file server - the information must be properly organized, managed and protected so that it is useful to human beings. Information Science is concerned with the enhancement of individual and organizational performance through knowledge management in a highly uncertain, dynamic and competitive global environment. The goal of the College of Information is to equip students with the knowledge required to work productively with people, to communicate effectively, to manage information purposefully and to apply technology innovatively for the benefit of individuals and organizations. This course is designed to assist graduating CI seniors articulate what they have learned from their educational experience in each of these four areas through the preparation of an Interactive Resume. Class discussions and assignments will assist the student in preparing for their chosen career path by providing perspectives on the issues that the student will face upon entering their career as an information professional.

Course Goals

At the end of this course, you should be able to...

1. Demonstrate your ability to:
 - a. Create functional IT systems,
 - b. Assess IT systems for quality, usability, technical requirements and cost,
 - c. Design, create and implement an information system that serves multiple audiences
 - d. Write for email, web sites and technical proposals.
2. Describe the role of an information professional in one or more work settings (or in instructor-selected settings).
3. Identify strengths and weaknesses within your information technology education.
4. Develop a professional portfolio demonstrating all your competencies and skills acquired as a result of your education at the College of Information and work experience.

Specific Learning Objectives

At the end of this course you are expected to...

1. Produce an interactive resume that includes the following key deliverables:
 - a. Samples of skills and concepts acquired from your coursework;
 - b. Samples of skills and concepts acquired through self-education and employment in IT;
 - c. A communication project demonstrating your research and writing ability and/or your ability to teach others use technology effectively;
 - d. A tailored paper resume; and
 - e. A Career Strategic Plan identifying your short and long-term career goals.
2. Produce an interactive resume that ...
 - a. Markets you and your employable skills set

- b. Demonstrates professionalism
- c. Demonstrates effective communication skills
- d. Demonstrate your ability to work effectively within teams and complete projects.

Course Pre-Requisites

Only Seniors who have completed all the foundation, introductory, and track IT courses may take this course. Moreover, this course must be taken concurrently with or following the successful completion of LIS 4910 Information Technology Project.

Course Outline

See Course Schedule for a more detailed version.

Week	Topics
1	What is a Capstone Course? Building an Interactive Resume
2	Preparing Yourself for an IT Career The Strategic Career Plan (Assign. #1)
3	SWOT Analysis
4	Planning your Communication Project (Assign. #2)
5	Working on the Education Section (Assign. #3)
6	Working on the Experience Section (Assign. #4) IT Skills & Transferable Skills Sets
7	Cover Letters (Assign. #5)
8	Building and Tailoring your Paper Resume (Assign. #6)
9	The Value-Added IT Professional
10	Professionalism
11	Marketing Yourself
12	Making the Most Out of Your Interactive Resume
13	Finalizing your Interactive Resume (Assign. #7)
14	Selection of Top 10 Interactive Resumes
15	IR Contest & Awarding Ceremony

An Important Note on Professionalism

You are expected to carry out assignments with the same **professionalism** you will bring to your career. You are expected to work effectively with others, to produce professional work products and to conduct yourself in a business-like manner at all times. As an instructor, my goal is to provide you with an industry perspective of your work as you prepare a professional degree portfolio, to facilitate understanding of the work environment of various IT professions and to present information on emerging technologies and issues. By the end of this course, you are expected to have created a portfolio that professionally documents your skills, knowledge and abilities and which shows a broad understanding of the challenges and opportunities that await you in your chosen career path.

Reading Materials

Readings will be provided on the course website and on reserve at the Goldstein Library. There is **no required textbook** for this course.

This class is for you if you agree that ...

1. **Class participation is essential.** By thoughtfully engaging yourself in class activities, sharing your ideas and experiences with others in the class, you are ensuring a fruitful semester ahead of you.
2. **You will get the most out this course only if you come to class prepared and on time and if you work consistently during the week to complete all learning activities.** Professionalism is key to success in this course.
3. **Learning happens just as much outside of the classroom as it does inside the classroom.** Most of your learning will occur when you start applying the knowledge you've gleaned within the four walls of this institution to real-world problems.
4. **Collaborative work encourages peer learning and support and has been shown to directly enhance learning.** Group work enhances the development of skills that would be of value in the actual workplace. This includes: teamwork skills, collaborative skills, analytical and cognitive skills, and organizational and time management skills.
5. **Open, tolerant, and respectful communication is the key to maintaining a positive learning environment.** Individuals in this class need not always agree with one another, but there is always a respectful way to address issues.
6. **You are a student who takes responsibility for your own learning.** If something is not working well for you, I expect you to bring this to my attention so that we can work together to make it better.

Grading Criteria Grades will be based on a 1000-pt scale with the following criteria:

Requirements/Criteria	%
Assignments (Interactive Resume Components)	
1. Strategic Career Plan	10
2. How-To Video Tutorial and Manual	20
3. Education Section	10
4. Experience Section	10
5. Cover Letter	5
6. Paper Resume	5
7. Final Interactive Resume	30
Participation and Professionalism	10
TOTAL	100

Grading Attendance

Attendance is required and will be checked regularly. Excessive unexcused absences will be penalized by deducting from your final grade, **3-percentage points for every unexcused absence over 3.**

Letter Grade

Your final letter grade will be based on the standard grading scales for CI courses:

FINAL GRADING SCALE ^a	
%	Grade
93-100	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
0-59	F

Important Notes:

- a. *I will not be grading on the curve, so you can assume that everyone has an equal opportunity to earn an A for this course. However, this will depend on how much you have participated in the class activities and the quality/accuracy of your work. However, you must complete all major requirements to get a passing grade in this course. No Incomplete grades will be assigned, except under documented extenuating circumstances.*
- b. *Final scores will be rounded off to three significant figures.*

For extra credit, you have the opportunity to earn an additional 15 points at the minimum if your interactive resume is chosen to be included in the IR Contest and up to 25 points if your interactive resume is chosen as one of the top 3.

EVALUATION & ASSESSMENT

These requirements/criteria will be used to assess your performance in this course. Detailed guidelines will be posted online. All assignments will be posted on the Class Discussion Board under the appropriate Forum on or before midnight on the due date (see Class Calendar for actual due dates).

Assign. #1 - Strategic Career Plan

Examine job prospects to help you understand the skills and competencies required of your chosen career. Examine your own skills set, values, and vision for your future career and write a strategic career plan to help you meet your long and short-term career goals.

Assign. #2 - Communication Project

Demonstrate your communication skills by producing a how-to video tutorial and accompanying manual to help others use technology effectively. This tutorial should be video-taped, uploaded on YouTube and included in your IR. This deliverable will enable you to demonstrate your: (1) presentation skills; (2) writing skills, and (3) ability to help others use technology effectively.

Assign. #3 - Education

Create an Education section for your interactive resume. List all your relevant coursework, including internships, and practicums. Describe each course/activity briefly and summarize the important skills and lessons you learned from these. List all self-taught skills you have

Section	accumulated through the years and briefly explain the value of these skills to your future career. Provide links to specific work samples for each item.
Assign. #4 – Experience Section	Create a section in your interactive resume to highlight your various work experiences, both paid and unpaid. Link specific work samples or deliverables to your list. Describe each learning experience briefly and summarize the IT and transferable skills and competencies you have gained from these experiences.
Assign. #5 – Cover Letter	Write a cover letter tailored for a particular job ad. Highlight relevant job and training experiences that demonstrate you have the competencies and skills required.
Assign. #6 – Paper Resume	Create a professional paper resume summarizing your specific competencies & skills; education; work and other experience; service; awards & recognitions, and membership in professional organizations. Try to tailor this resume to a job you are thinking of applying for.
Assign. #7 – Interactive Resume	Create an interactive resume to feature the key deliverables described above and help market you to potential employers. This interactive resume is envisioned to be a well-designed, organized, fully-functional site that will be hosted on your iSpace account. The overall goals of this interactive resume are to: <ol style="list-style-type: none"> 1. Market you and your employable skills set 2. Demonstrate your professionalism 3. Demonstrate your effective communication skills 4. Demonstrate your ability to work effectively within teams and complete projects.
Participation and Professionalism	This grading criterion will be based on the following: your attendance, participation in class & in-class activities and group discussions as well as the manner in which you conduct yourself throughout the semester. The latter will be evidenced by your professionalism in terms of work excellence and effective communication skills.

COURSE POLICIES

Attendance and Tardiness

Attendance will be checked every class meeting. Excessive absences and frequent tardiness signal the lack of professionalism and will be duly noted. You will be allowed up to 3 unexcused absences without penalty, but every unexcused absence over this limit will result in 3 percentage points deducted from your overall score.

According to University Policy: excused absences are those due to documented illness, deaths in the immediate family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. Consideration will also be given to students whose dependent children experience serious illness. All students are expected to abide by this class attendance policy. You must also provide, when possible, advance notice of absences as well as relevant documentation regarding absences to the instructor as soon as possible following the illness or event that led to an absence.

Please provide the necessary documentation at least 1 week prior to your scheduled activity/excused absence or not more than 3 days after the excusable absence. Regardless of whether an absence is excused or unexcused, you should assume full responsibility for missing any material in class. Keep in contact with fellow classmates or teammates and regularly monitor the course website on Blackboard.

Please try to be in class on time as once roll is taken, students who are more than 15 minutes late will be counted as absent for that day. Student tardiness is not only disruptive to the rest of the class but is also counter-productive as you may miss the chance to participate in learning activities given at the beginning of class. You are also expected to remain in the classroom for the entire duration of the class. If you will need to leave prior to the end of the class period, please have the courtesy to inform me before the class starts.

University-wide policy requires all students to attend the first class meeting of all classes for which they are registered. Students who do not attend the first class meeting of a course for which they are registered will be dropped from the course by the academic department that offers the course. In order to enforce this policy, instructors are required to take attendance at the first class meeting and report absences to the appropriate person in their department or school/college. For further information, consult the FSU General Bulletin at: <http://registrar.fsu.edu/bulletin/undergrad/apdefault.htm>. Please note that some schools, colleges and special programs have more stringent requirements for class attendance. Also, see "Medical Excuses" in Section "m" of this chapter.

Late Assignments or Group Work

It is your responsibility to turn in all requirements on the set due dates. ***Five percentage-points will be deducted for every day you are late with an assignment or project.*** At the most, assignments and projects should be submitted two-days before the next assignment is due or they will not be graded.

Class Decorum

Kindly be on time and orderly in entering the classroom. Late arrivals and early departures do not only disrupt the concentration of your classmates, but can also be detrimental to your learning. If for some reason you must be late, try to enter the room quietly.

During class I request that all students, as a matter of courtesy, **turn off their cellphones, refrain from disruptive behavior, refrain from eating, and refrain from using your laptops for other uses other than class work (e.g., playing games; listening to/downloading music; chatting; e-mailing).** Disagreements on the subjects under discussion will not be allowed to evolve into arguments or personal criticisms. **Common courtesy, tolerance, and respect** are strongly encouraged to promote a positive learning environment for everyone. Overall, these are all marks of professionalism as well.

Class Communication

I will be using e-mail and the course website on Blackboard extensively to communicate with the class. You are responsible for checking the course site (by viewing Discussion Boards and Announcements under the Communications menu) and your e-mail on a daily basis.

I strongly encourage you to use the communication tools on the course site to communicate with me or your classmates. The Online Office Discussion Board has been set up for general inquiries that would benefit the entire class.

E-mail and File Sharing Conventions

This is a large class, so please identify yourself in all your e-mails and **always preface the course no. and the topic in the subject line of your message.** I get a lot of legitimate e-mail daily, so I will not answer e-mails that do not have LIS 4708 prefaced in the subject line and that do not specify the sender. If you send your e-mail via Blackboard, please make sure you put LIS 4708 in the subject line and also identify yourself clearly in the body of your e-mail. General questions that would benefit the rest of the class should be posted on the Online Office Discussion Board. I may also take the liberty of posting your question on the Discussion Board if I deem it important for the whole class to know the answer to the inquiry. This way I won't need to address common questions repetitively.

All files submitted should either be in Word (*.doc) or rich text (*.rtf) formats. Name all your files appropriate with your last name and assignment number. Moreover, make sure you also have identifying information within the document itself: Your name, date submitted, and assignment/project name and number.

FSU Academic Honor Policy & Plagiarism

The **Florida State University Academic Honor Policy** outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to ". . . be honest and truthful and . . . [to] strive for personal and institutional integrity at Florida State University." (Florida State University Academic Honor Policy, found at <http://www.fsu.edu/~dof/honorpolicy.htm>).

Please note that violations of this Academic Honor System will **NOT** be tolerated in this class. Cases of academic dishonesty such as cheating will be investigated & pursued vigorously according to departmental and (if needed) university procedures.

Plagiarism of any type, including material from Internet sources, can be grounds for suspension from the university, as well as for failure in this course. **It will not be tolerated.** Before submitting any work for this class, please read the "Academic Honor System" in its entirety (see link above) and ask me to clarify any of its expectations that you do not understand.

For this course, we may submit required assignments to Turnitin.com for review and to generate an "Originality Report." Written assignments with low originality scores (<40%) indicating potential plagiarism will be rigorously investigated according to departmental procedures.

Americans with Disabilities Act

Students with disabilities needing academic accommodation should:

- register with and provide documentation to the Student Disability Resource Center; and
- bring a letter to the instructor indicating the need for accommodation and what type. This should be done during the first week of class.

This syllabus and other class materials are available in alternative format upon request.

For more information about services available to FSU students with disabilities, contact the:

Student Disability Resource Center
97 Woodward Avenue, South
Florida State University
Tallahassee, FL 32306-4167
(850) 644-9566 (voice)
(850) 644-8504 (TDD)
<mailto:sdrc@admin.fsu.edu>
<http://www.disabilitycenter.fsu.edu/>

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Syllabus Change Policy

This syllabus is a guide for the course and is subject to change with advance notice.