

IST 204
Special Projects
Winter 2016

COURSE OUTLINE

The online calendar description is available @

<http://camosun.ca/learn/calendar/current/web/ist.html>

Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.

1. Instructor Information

- (a) **Instructor** Dianne Biin
(b) **Office hours** January by appointment / February & March 10:00am to 1:30pm
(c) **Location** February & March – E344
(d) **Phone** 250-370-3949 (voice mail) **Alternative:** 250-216-9735 (cellular)
(e) **E-mail** dianne.biin@gmail.com OR biind@camosun.bc.ca

2. Intended Learning Outcomes

1. Identify and research community needs
2. Plan and implement small community based projects using cooperative and sustainable approaches
3. Develop mutually beneficial relationships with and contribute to Indigenous community groups and organizations.

3. Required Materials

- (a) Online articles and lectures shared on Google Docs. No required textbooks.

4. Course Content and Schedule

As this is a service-learning course, the first month will be spent reviewing project planning basics. Lecture slides will be shared in Google Docs/Drive prior to the start of class. Class runs for 2.75 hours. We will take a scheduled ½ hour lunch break, so please bring your own lunch/snack.

Expect to do work outside of class with your community partner/sponsor. Project plans will be developed in cooperation with your community contact/stakeholder from January 14th to February 4th.

There will be no lectures from February 18th to April 7th. You will carry out your project during this period. During this time, three project meetings between the instructor and student(s) will occur on Thursdays between 10:30-1:30. Project meetings will be an hour long and occur in E344. In the event of a cancellation, an alternate time will be secured.

Project meetings occur at:

- the beginning (initiate your project with community/stakeholder),
- half-way through (status update), and
- near the end (identify challenges and accommodations, project wrap-up requirements).

IST 204 - Winter 2016 Schedule

Week	Activity	Outcomes
Jan. 14	Project or Program? Project Cycle & Project Plan Basics	Introduce project ideas Journal Entry
Jan. 21	Gap Analysis & Organization Statements S.M.A.R.T. Planning your idea	Sponsor/Stakeholder secured Journal Entry
Jan. 28	Building your Project Plan Scope; Objectives & Tasks	Project Outline due Jan. 24th (11:30pm) Journal Entry
Feb. 4	Building your Project Plan Risk Mgt.; Communications Guest Speaker – Lou-ann Neel	Sponsor/Stakeholder plan input Journal Entry
Feb. 11	Debrief project plans; secure sign off Project Simulation Project Meeting Schedule developed	Project Plan due Feb. 7th (11:30pm) Journal Entry
Feb. 18	Reading Break – no class Projects commence	Journals due Feb. 14th (11:30)
Feb. 25- Mar. 31	Projects underway; no lectures 3 project progress meetings with instructor	3 Project Meetings held
Apr. 7	Check-in; review Presentation logistics Self-directed work (building presentation & report)	Projects conclude
Apr. 14	Project Presentations/Debriefs Guided closure	Presentation due Apr. 14th (11:30pm)

As this course is worth three (3) credits, students are required to commit approximately 105 hours to the course. These hours are accounted through:

class time	15 hours
instructor appointments	3 hours
project fulfillment	60-70 hours (10-12 hours per week for 5-7 weeks)
assignment fulfillment	20-30 hours

5. Basis of Student Assessment (Weighting)

Grade Percentage Total	100%	Due Dates
Assignments *	75%	
1. Project Outline	10	January 24, 11:30pm
2. Project Plan	20	February 7, 11:30pm
3. Journal Entries (series of 5 entries)	10	February 14, 11:30pm
4. Presentation of completed project	25	April 14, 11:30pm
5. Final report and copy of product	10	April 21, 5:00pm
Participation & Communication	25%	<i>Assessed at end of course</i>
Class attendance and participation **	10	
Project one-on-one appointments	15	

* Late assignments are subject to a letter grade reduction per day. If a student cannot meet an assignment deadline due to illness, accident, or family affliction, he/she will be exempt from this policy by notifying the instructor prior to assignment deadline.

** Each absence will consist of a grade reduction. Three (3) absences or more will result in a nil grade (0/10) and affects 10% of final grade. A student who is absent due to illness, accident, or family affliction will be exempt from this policy by contacting the instructor and/or producing a health practitioner's note when applicable. Participation reflects interactivity and contributions in the classroom and fulfillment of workload responsibilities for the special project if the student is part of a project team.

6. Grading System

- Standard Grading System (GPA)
 Competency Based Grading System

A. GRADING SYSTEMS <http://www.camosun.bc.ca/policies/policies.php>

The following two grading systems are used at Camosun College:

1. Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

2. Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

B. Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at <http://www.camosun.bc.ca/policies/E-1.5.pdf> for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.

7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College Calendar, Student Services or the College web site at <http://camosun.ca/services/>

STUDENT CONDUCT POLICY

There is a Student Conduct Policy. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section. <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf>

IST 204 CRITICAL TIMELINE / GANTT CHART

Key Activities 2016	January			February				March					April		
	14	21	28	4	11	18	25	3	10	17	24	31	7	14	21
Class Instruction															
Check-in, Lecture	█	█	█	█	█									█	█
Guest Speaker				█											
Assignments															
Project Outline	█	█	Due												
Project Plan			█	█	Due										
Project Presentation														Due	
Project Report															Due
Planning Journal	█	█	█	█	█	█	Due								
Special Project															
Community Sponsor/Partner		█	█	█	█	█	█	█	█	█	█	█	█		
Progress Meetings (3)								█	█	█	█	█			
Debrief, share results													█	█	

Important Dates

Family Day February 8
 Reading Break February 18 & 19
 Good Friday March 25
 Easter Monday March 28