

Course Syllabus

Columbia College
Evening Campus
1001 Rogers Street
Columbia, MO 65216
(800) 231-2391

Course Syllabus

11 / 34 - Spring Session
March - May 2012

Course Prefix and Number:	CISS 494 A
Course Title:	Senior Seminar in Computer Science
Semester Credit Hours:	3
Class Day and Time:	Mon Tue Fri 7:00PM-7:40PM <i>Additional Notes:</i> <i>arranged</i>
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Catalog Description

Culminating experience course required for Computer Science majors. Requires original research project, paper and presentation under the supervision of a computer science faculty member. Grade of C or higher required. The course includes a program evaluation component. Prerequisites: CISS 420, CISS 430, CISS 445 and senior standing.

Prerequisites/Corequisites

CISS 420, CISS 430, CISS 445 and senior standing.

Assessment

Material from this course may be tested on the Major Field Test (MFT) administered during the Culminating Experience course for the degree.

During this course the Measure of Academic Proficiency and Progress, short form, will be administered. This 40-minute standardized test measures learning in general education courses. The results of the tests are used by faculty to improve the general education curriculum at the College.

Text

NO TEXTBOOK REQUIRED

Course Objectives

- To assess learning outcomes for the major.
- To acquire and apply research and writing skills appropriate to the field of computer science.

Measurable Learning Outcomes

- Demonstrate how to conduct effective literature searches and create bibliographies pertinent to the current state of research in an area of computer science.
- Demonstrate how to identify a research direction within an area of computer science and write a preliminary research proposal which includes papers to be studied, a list of resources required for the project, and a timeline for the progress of the project.
- Conduct research using critical thinking skills and the synthesis of knowledge acquired from other courses.

- Write effectively through the completion of a research paper of no less than 15 pages in length.
- Speak effectively and professionally by defending their research orally to a group of their peers.
- Critically analyze and discuss current literature in the field.
- Demonstrate competence in required course areas including programming, algorithm design and analysis, data structures, systems analysis and design, computer architecture and assembly language, programming language theory, and database design, construction and querying.

Out of Class Activities

Students will be expected to prepare proposals, reports, and presentations outside of class.

Graded Activities

Written Proposal	10 Points	10% of grade
Proposal Presentation	10 Points	10% of grade
Research Report	10 Points	10% of grade
Research Presentation	10 Points	10% of grade
Final Report	40 Points	40% of grade
Final Presentation	20 Points	20% of grade

Grading Scale

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

Library Resources

Columbia College Resources - Online databases are available at <http://www.ccis.edu/offices/library/index.asp>. You may access them from off-campus using your eServices login and password when prompted.

Campus Resources - Students are welcome to visit Stafford Library while on campus. Convenient hours are posted on the College's website and are provided in the printed course schedule each session. Please remember that a current student ID card must be presented in order to check out materials.

Students may also access the Columbia College Stafford Library through the Columbia College website at www.ccis.edu, using their eServices login and password when prompted. (Students without Internet access may use the computers in the Student Computing Lab, 101 Buchanan Hall {current student ID card required}.)

Course Policies and Procedures

Attendance

Columbia College Policy - Columbia College students are expected to attend all classes and laboratory periods for which they are enrolled. Students are directly responsible to instructors for class attendance and work missed during an absence for any cause. If absences jeopardize progress in a course, an instructor may withdraw a student from the course with a grade of "F" or "W" at the discretion of the instructor.

Campus Policy - Regular attendance is expected of all students. Attendance is one of the most important measures of your interest and desire to do well academically. Your attendance helps your instructor facilitate better discussions and your fellow students benefit from your ideas and experiences.

Unforeseen circumstances occasionally dictate that you must miss class; please make every effort to discuss such circumstances with your instructor before the absence. Remember that if you are not in class, you are absent - regardless of the reasons - and that you are still responsible for all in-class assignments made. Your instructor is not responsible for providing this information to you - you must plan ahead with another student who would agree to share notes, etc., with you and vice versa.

Your instructor will take attendance on a daily basis. If you are not present, if you arrive late, if you return from break after class has resumed, or if you depart prior to dismissal by the instructor, you may be counted absent for that class period.

You are entitled to two absences for any reason (exam/presentation/speech evenings excluded). After that, your instructor may drop you from the course or give you an "F".

Make the most of your investment - plan to attend class regularly and ready to play an active role that contributes positively to teaching and learning.

Academic Integrity

Columbia College Policy - Columbia College students must fulfill their academic obligations through honest, independent effort. Dishonesty is considered a serious offense subject to strong disciplinary actions. Activities which constitute academic dishonesty include plagiarism, unauthorized joint effort on exams or assignments, falsification of forms or records, providing false or misleading information, or aiding another in an act of academic dishonesty. Possible penalties for these activities are discussed in detail in the AHE Degree Completion Catalog.

Campus Policy - Academic dishonesty will not be tolerated. The campus reserves the right to impose more severe penalties than any individual instructor in the case of repeated incidents of academic dishonesty.

Class Conduct and Personal Conduct

Columbia College Policy - Students must conduct themselves so others will not be distracted from the pursuit of learning. Students may be disciplined for any conduct which constitutes a hazard to the health, safety, or well-being of members of the college community or which is deemed detrimental to the college's interests. Discourteous or unseemly conduct may result in a student being asked to leave the classroom. Examples of misconduct and possible disciplinary actions are described in the AHE Degree Completion Catalog.

Campus Policy - Civility and Respect are the watchwords of Columbia College. Discourteous or unseemly behavior will not be tolerated in the classroom, in the offices, in the Cougar Cafe, in the bookstore, on the parking lots, or anywhere else on the Columbia College campus.

If unacceptable behavior occurs, the student may be asked to leave the classroom and may be subject to disciplinary action up to and including being dropped from the class.

Cancelled Class Make-Up

Columbia College Policy - Classes cancelled because of inclement weather or other reasons must be rescheduled.

Campus Policy - Information about class cancellations due to inclement weather will be available at 875-SHUT (875-7488). Class cancellation information will also be broadcast over local radio and television stations. Students may also check the college website, www.ccis.edu.

Make-Up Examinations

Columbia College Policy - Make-up examinations may be authorized for students who miss regularly scheduled examinations due to circumstances beyond their control. Make-up examinations must be administered as soon as possible after the regularly scheduled examination period and must be administered in a controlled environment.

Campus Policy - Make up examinations are scheduled on designated Saturday afternoons at 1:30 p.m. in 102 Brown Hall. Students must present a picture I.D. in order to be admitted to the testing session. Students must arrange with the instructor to take the exam before or after it is given in class. Make up exams will be of comparable difficulty, but will not necessarily be identical to the exam administered in class.

Adding, Dropping or Withdrawing from a Course

Columbia College Policy - Students may add a course during the first week of the session and drop a course without academic or financial liability through close of business on Monday of the second week of the session. Once enrolled, a student is considered a member of that class until he or she officially drops or withdraws in accordance with College policy. An official drop/withdrawal takes place only when a student has submitted a Drop/Add/Withdrawal form. A failure to attend class, or advising a fellow student, staff or adjunct faculty member of an intent to withdraw from a class does not constitute official drop/withdrawal. The drop/add/withdrawal periods begin the same day/date the session starts, not the first day a particular class begins. If a student stops attending a class but does not submit the

required Drop/Withdrawal form a grade of "F" will be awarded. The AHE Degree Completion Catalog contains details concerning drop/withdrawal and financial liability.

Campus Policy - The Evening Campus policy regarding adding, dropping and withdrawing is identical to the Columbia College policy. Evening Campus students may consult the current Columbia College Evening Campus Undergraduate Catalog for details concerning drop/withdrawal and financial liability.

Withdrawal Excused

Columbia College Policy - A student may request an excused withdrawal (WE) under extraordinary circumstances by submitting a Drop/Withdrawal form accompanied by an complete explanation of the circumstances and supporting documentation to the campus director. The WE request must include all classes in which the student is currently enrolled. The Vice President for Adult Higher Education is the approving authority for all WE requests. A student who receives approval of their WE request may still be required to return some or all of the federal financial assistance received for the session. See the AHE Degree Completion Catalog for details.

Campus Policy - Students are required to make an appointment with the director, when possible, to discuss WE requests. Evening Campus students may consult the current Columbia College Evening Campus Undergraduate Catalog for details.

Incomplete

Columbia College Policy - A student may request that the instructor award a grade of "I" due to extraordinary circumstances (unforeseen or unexpected circumstances beyond the student's control) that prevent a student from completing the requirements of a course by the end of a session. An "I" will not be given because a student is failing, negligent or not meeting requirements. If the instructor believes an "I" is appropriate, the instructor will specify the work needed to complete the course and the time allowed to complete the work. Work missed must be made up within two subsequent sessions unless the instructor specifies an earlier date. Extensions beyond two sessions must be approved by the Vice President for Adult Higher Education. If the work is completed during the specified time period, the instructor will change the "I" to the grade earned. If the work is not completed during the specified time, the instructor may allow the incomplete to remain on the student's permanent record or change it to any other letter grade.

Campus Policy - The Evening Campus policy regarding Incomplete grades is identical to the Columbia College policy.

Grade Appeal

Columbia College Policy - A student may appeal any grade given if it is believed to be in error or in conflict with Columbia College policy and procedures. The student must state in writing to the Campus Director why the grade awarded is believed to be in error and request a desired remedy. The faculty member who awarded the grade will be given the opportunity to comment on all student allegations. If the issue cannot be resolved at the campus the appeal will be transmitted through the Director to the Vice President for Adult Higher Education. A grade appeal must be received for review by the Vice President for Adult Higher Education prior to the end of 60 days from the date the grade was awarded.

Campus Policy - The Evening Campus policy regarding grade appeals is identical to the Columbia College policy.

Prerequisites

Columbia College Policy - Course prerequisites are established to ensure that a student has adequate academic preparation to succeed in a particular course. Staff members will attempt to ensure that students meet prerequisite requirements. However, it is the student's responsibility to closely examine the Degree Completion Catalog course descriptions to determine if prerequisites exist and to enroll in courses in the proper sequence. In some exceptional cases it may be apparent that the student possesses the required skills and knowledge to succeed in a particular course, even though they have not taken the prerequisite course. In this case the prerequisite course may be waived by the Campus Director. Waiver of a course as a prerequisite does not remove the requirement to complete the course if it is a requirement for the student's degree program.

Campus Policy - Students are responsible for ensuring that they possess the proper prerequisites before registering for a course. Campus academic advisors are available to help make this determination. The campus staff, in coordination with the instructor may remove students who enroll in a course without the required prerequisites. Every effort will be made to place the student in another class at the same time.

ENGL 111, ENGL 112, MATH 106, MATH 150 and Culminating Experiences courses require approval of the student's academic advisor prior to registration.

eServices

Columbia College Policy - The college provides all students access to CougarMail (the official means of e-mail communication for the College), online resources from the Stafford Library, and their Columbia College records (transcripts, grades, student schedules, etc.) through eServices.

Campus Policy - The Evening Campus reminds all students to activate their eServices accounts immediately after admission to the College and to keep their eServices passwords current.

Use of Cougarmail

Columbia College Policy - The official student email address (also known as CougarMail) will be used for all official correspondence from faculty and staff. Students are responsible for the information received and are required to monitor their email account on a regular basis. Students may forward their CougarMail to another email account but will be held responsible for the information sent over CougarMail, even if there is a problem with the alternate mail service.

Campus Policy - The Evening Campus reminds students to check their CougarMail messages at least one time each week.

Failure to check CougarMail messages does not ensure receiving a desired remedy to a time-sensitive request that has expired.

Cell Phones

Columbia College Policy - Cell phones can be a distraction to the learning process. Campus directors or course instructors may require that cell phones be turned off or set to vibrate during class periods. Students requiring special arrangements to receive a cell phone call during class should make prior arrangements with their director or course instructor.

Campus Policy - Cell phones must be set to vibrate before the start of class. Students who anticipate important or emergency phone calls should notify their instructor prior to class. Instructors will make every effort to allow students to accept emergency phone calls. Students must not take phone calls in class; calls may be answered, but the actual conversation must occur outside the classroom. Students must inform instructors if they must leave class as the result of an emergency call.

Course Textbooks

Columbia College Policy - The textbooks listed on this syllabus are required for this course. They are guaranteed to be available through the authorized textbook suppliers designated by Columbia College. The college is not responsible for the academic or financial consequences of late textbook orders or incorrect editions not purchased from a college-authorized vendor.

Campus Policy - The Evening Campus will not grant special consideration in the form of grade appeals or withdrawals if the student purchases or orders textbooks late or encounters difficulty because books were purchased through a source other than the Columbia College Bookstore.

FERPA

Columbia College Policy - The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are described in detail in the AHE Degree Completion Catalog.

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Disability Services

Columbia College Policy - Students with documented disabilities who may need academic services for this course are required to register with the Coordinator for Disability Services at (573) 875-7626. Until the student has been cleared through the disability services office, accommodations do not have to be granted. If you are a student who has a documented disability, it is important for you to read the entire syllabus before enrolling in the course. The structure or the content of the course may make an accommodation not feasible.

Campus Policy - Students requiring accommodation for a documented disability must contact the ADA (Americans with Disabilities Act) Coordinator at 875-7626 (Atkins-Holman Student Commons 215) each session regarding the appropriate accommodation to be granted.

Alcohol and Other Drugs: Columbia College Policies & Resources

Columbia College Policy - The complete policy is available at <http://www.ccis.edu/offices/studentaffairs/policies.asp#alc>.