

West Los Angeles College

Division: Computer Science and Computer Applications and Office Technologies

Course name: CS 185: Directed Study – 1 Unit (Web-Enhanced)

Section: #0685 / Semester: Winter 2016

Instructor: Diane Matsuno

Class Hours: TBA - onsite fieldwork

City of Inglewood Library and
One-Stop Workforce Center

Campus Location: CE 105

Web-Enhanced Instruction - Etudes

Office Hours: Monday 8:30 pm - 9:30 pm
Etudes Chat Room

Instructor E-mail: matsund@wlaac.edu
Office Location: HLRC 1st Floor

Welcome

This semester, you will be participating in a Service Learning Pilot Program sponsored through West Los Angeles College and the Inglewood Public Library and the South Bay Inglewood One-Stop Center. You'll gain experience providing help desk functions for individuals or in small groups teaching basic technology skills. You will not only gain valuable experience providing technology support, but also course credit by your enrollment in CS 185. You will be given instruction and guidance by the CS 185 instructor on providing technology support. You will also be able to share your field experiences with other students in this course. Through completion of your field assignment, course discussions and projects, you will be eligible to enroll in CS 285 – 2 units, and continue your fieldwork assignment in Spring 2016. This is a Directed Study course. Directed study courses like CS 185 provide course credit for independent exploration and study of topics not currently offered. I hope your help desk field experience provides you with valuable community service credit, and also with proven demonstration of employable people skills and technology know-how in a professional setting.

Course Description:

Computer Science students will pursue on their own an in-depth study of a subject of special interest in the field of computer science, computer network & security management, web support & database administration topic(s). For the Winter 2016 semester, the focus will be to develop professional help desk skills by volunteering at and providing Computer Literacy Training to community members onsite at the City of Inglewood Library or at the City of Inglewood 1-Stop Workforce Center.

Consultation with the instructor on a weekly basis, plus independent work is required. This web-enhanced course will provide for a classroom forum for graded

course discussions as they apply to fieldwork experience, delivery of instructional material, submission of graded course projects, and weekly Instructor Office Hours using the Etudes online course management system (www.myetues.org)

Required Texts

There are no required texts. City of Inglewood Volunteer policies and regulations will be provided.

Recommended Materials

Students will prepare a short demonstration on the use of computers: smartphone, tablets, Word, Excel, email, social networking, etc. Students may request materials for the demonstration.

Required Materials

- City of Inglewood Volunteer Badge
- Computer and Internet Access for Etudes course
- Journal – print or electronic to record field experience observations

Course Objectives:

Upon successful completion of this course, students will be able to . . .

1. Demonstrate the ability to work independently through successful completion of computer science projects.
2. Participate in an enlightened discussion of Computer Science Independent Study Subject matter.
3. Present a comprehensive, well thought-out written Independent Study Subject matter project.

Student Learning Outcomes (SLO)

1. Students will think critically and work independently by applying computer science course knowledge in a non-classroom setting with the guidance of an instructor, by completing a research paper, a computer program, a project or application of knowledge in a fieldwork setting.

2. Students will communicate/discuss effectively with students and the instructor on computer science or computer science related topics based on independent critical thinking of material or by experience with computer topic.
3. Students will reflect (report, evaluate and apprise) on the independent study experience, course material and goals, and effectiveness on this form of study.

These Institutional SLOs specifically apply to Directed Study course for Winter 2016.

- B. Communication: Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings.
- D. Self-awareness/Interpersonal Skills: Apply self-assessment and reflection strategies to interpersonal, work, community, career, and educational pathways.
- E. Civic Responsibility: Apply the principles of civility to situations in the contexts of work, family, community and the global world.

Course Requirements and assignment guidelines

Directed Study Fieldwork – Technology Literacy Cooperative Sponsored by the Inglewood Public Library, South Bay Inglewood One-Stop Center and West Los Angeles College

Each student will complete four (4) hours of fieldwork per week at an assigned location to provide technology assistance to community members. Students will gain valuable help desk experience by helping/showing/demonstrating/answering questions about Computers – smartphones, tablets, web searches, completing online forms, basics of Word, Excel, Powerpoint, email, and social networking. Each fieldwork session will be tracked for class attendance, punctuality and productivity through Etudes – Assignments, Tests and Surveys. See also reporting of fieldwork experience through Etudes – Discussions. **The fieldwork component will be worth (50%) of the course grade. *This percentage may change, be lowered, if the fieldwork does not begin until later in the semester. Additional course assignments will be assigned to make-up for fewer fieldwork visits.**

Feedback by Inglewood Public Library and South Bay Inglewood One-Stop Center staff will be considered when determining the fieldwork component of the course grade.

Student Journal and Etudes Graded Discussions

Students will maintain a Journal (print or electronic) to write notes on weekly fieldwork observations. These observations will be helpful in posting replies to the Weekly Discussion Topics in Etudes. Discussion Topics will be selected relevant to the fieldwork

experience. Students will post replies to these topics and also reply to at least (2) student Discussion posts per week. **The Etudes Graded Discussion will be worth (25%) of the course grade.**

Technology/Basic Skills Presentation

Each student will select a computer topic and prepare a 5-10 minute presentation on it. Computer topics might include frequently asked questions from the fieldwork. The instructor will provide a template/guide to prepare the presentation. **This presentation is worth (15%) of the course grade.**

Course Reflection

The goal of Directed Study courses is to give students an opportunity to learn independently and to provide instructor supported learning of courses or course topics not currently offered. The Course Reflection assignment is required to document your independent study experience (what were your goals for this independent study, how did it influence if any, your college major or career choice, etc.). The instructor will provide a template/guide for this assignment. **This assignment is worth (10%) of the course grade.**

Assignment Category	# of Assign.	Points Per Assignment	Total Points	% of Total Grade
Fieldwork	5	10	50	50%
Etudes Graded Discussion	5	5	25	25%
Technology Presentation	1	15	15	15%
Course Reflection	1	10	10	10%
				-
Grand Total	11	100	100	100%
90 - 100 = A	80 - 89 = B	70 - 79 = C	60 - 69 = D	59 and below = F

Grading

Class Policies

Attendance

Course fieldwork is considered class attendance. Promptness and providing technology support for your scheduled 4 hour assignment are require course assignments. Up to 1 absence is allowed if re-scheduled. You will be dropped if another absence is incurred. Extreme tardiness (one-half hour or more) or failure to stay for the 4 hour assignment will count as 1 absence. Failure to report an absence to the Service Coordinator before your scheduled time of support will be grounds for exclusion from the course.

Preparedness

You are expected to arrive on time at your designated location. Consider this volunteer assignment similar to working at Office Depot or another technology store. Dress appropriately and the Library and Workforce patrons as clients. If you have any questions about what you should do or if there is a problem with a patron, first, contact the supervisor at the field location.

Cell Phones, iPads, etc.

If allowed, you may want to bring your cell phone or iPad with you to demonstrate a technology topic. However, be sure to consider how you will keep this device secure and safe from theft or damage. You might want to record your fieldwork observations electronically with them.

“Netiquette” and “Civilogue”

You will be required to post replies to graded Discussion Topics in the online Etudes course shell. Be sure you show respect to your fellow classmates by using appropriate language in your posts. You do not have to agree with views and opinions of your classmates. Personal attacks and profanity will not be allowed and may lead to exclusion from the course.

Contacting Instructor or Service Learning Coordinator

The best and quickest way to contact me is through the Etudes Private Message System. It is quick, confidential, and sends an email to my campus account. Olga Shewfelt, our Service Learning Coordinator, prefers you to contact her by her cell (213) 392-0489.

College Policies:

Academic Integrity (Plagiarism)

In accordance with code 9803.28, **academic dishonesty is prohibited and will not be tolerated in this class.** Although there will be no quizzes or exams, it is important to report truthfully your attendance at the fieldwork sites when you are scheduled. The majority of your course grade is reliant on your fieldwork attendance and reporting of experiences as help desk support.

Student Conduct

According to code 9803.15, disruption of classes or college activities is prohibited and will not be tolerated. Refer to the catalog and the Standards of Student Conduct in the

Schedule of Classes for more information. This conduct applies at the fieldwork site. Reports of student misconduct onsite may lead to course exclusion.

Campus Resources

Here are some of the campus resources available to you.

Office of Disabled Student Programs and Services (DSP&S)

Heldman Learning Resources Center (HLRC), Room 119 | (310) 287-4450.

The Office of Disabled Students Programs and Services (DSP&S) has been established to provide support services for all verified disabled students pursuing a college education.

Financial Aid (310) 287-4532 **F:** (310) 287-4298 **Student Services Building, 2nd Floor (SSB 210) Counseling** (310) 287-7242 **Student Services Building, 3rd Floor, (SSB 350)**

Instructional Support (Tutoring) & Learning Skills Center

Library Services and Instructional Support (Tutoring) & Student Computer Labs

Heldman Learning Resources Center (HLRC) | (310) 287-4404 & (310) 287-4486

Week	Date	Course Assignments – CS 185 Winter 2016 – 5 wks	Etudes	Assignment Location in Date	Due
1	Tues 1/5 Campus Orientation	<ul style="list-style-type: none"> • Campus Orientation – 10 pts • Service Learning Overview – Prof. Olga Shewfelt • CS 185 Course Overview and Etudes Intro – Prof Diane Matsuno • Read and Accept CS 185 Syllabus • Week 1 – Discussion Topics – Student Introductions – Goals for Course – 5 pts 	<ul style="list-style-type: none"> • Orientation in CE 105A – 12 noon and 3 pm • CS 185 hybrid course – www.myetudes.org - Syllabus • Week 1 Discussion Topics posts due on Sunday, Jan. 10 		
2	Mon. 1/11 Fieldwork Begins	<ul style="list-style-type: none"> • Fieldwork Assignment Begins this week – record your time-in and time-out in Etudes – Assignments, Tests and Surveys for credit – 10 pts • Week 2 – Discussion Topics – 5 pts • Begin journaling fieldwork observations • Technology Presentation – select topic and start developing presentation – See Discussion 	<ul style="list-style-type: none"> • CS 185 hybrid course – www.myetudes.org - Assignments, Tests and Surveys • Week 2 Discussion Topics posts due on Sunday, Jan. 17 • CS 185 hybrid course – www.myetudes.org – Discussion Board – Technology Project 		

		<p>Topic – Technology Presentation for guide to this assignment</p> <ul style="list-style-type: none"> Decide on any materials you will need for this presentation: tablet, smartphone, etc. 	
Week	Date	Course Assignments – CS 185 Winter 2016 – 5 wks	Assignment Location in Etudes
			Due Date
3	<p>Mon. 1/18</p> <p>MLK Day College Holiday</p>	<ul style="list-style-type: none"> Week 3 - Fieldwork Assignment – record your time-in and time-out in Etudes – Assignments, Tests and Surveys for credit – 10 pts Week 3 – Discussion Topics – 5 pts Continue journaling fieldwork observations City of Inglewood offices closed – Monday field dates may make up another date or alternative assignment Technology Presentation – continue working on this assignment 	<ul style="list-style-type: none"> CS 185 hybrid course – www.myetudes.org – Assignments, Tests and Surveys Week 3 Discussion Topics posts due on Sunday, Jan. 24 CS 185 hybrid course – www.myetudes.org – Discussion Board – Technology Project
4	<p>Mon. 1/25</p>	<ul style="list-style-type: none"> Week 4 - Fieldwork Assignment – record your time-in and time-out in Etudes – Assignments, Tests and Surveys for credit – 10 pts Week 4 – Discussion Topics – 5 pts Continue journaling fieldwork observations Technology Presentation due Begin Course Reflection assignment - See Discussion Topic – Course Reflection for guide to this assignment 	<ul style="list-style-type: none"> CS 185 hybrid course – www.myetudes.org – Assignments, Tests, and Surveys Week 4 Discussion Topics posts due on Sunday, Jan. 31 View Technology Presentations – review and post comments CS 185 hybrid course – www.myetudes.org – Discussion Board – Course Reflection Assignment
5	<p>Mon. 2/1</p>	<ul style="list-style-type: none"> Week 5 - Fieldwork Assignment – record your time-in and time-out in Etudes – Assignments, Tests and Surveys for credit – 10 pts Week 5 – Discussion Topics – 5 pts Continue journaling fieldwork observations Course Reflection assignment due Final Grades will be posted following week 	<ul style="list-style-type: none"> CS 185 hybrid course – www.myetudes.org – Assignments, Tests, and Surveys Week 5 Discussion Topics posts due on Sunday, Feb. 7th View Course Reflection Assignments – review and post comments

Student Acknowledgment

(Please return this sheet to the instructor)

“I _____, have completely read this syllabus and understand and agree to the course requirements.”

Please indicate below, any special needs or circumstances that may have some impact on your work in this class, and for which you may require special accommodations, including but not limited to physical or mental disabilities,

inability to arrive in class on time or need to leave class early, observance of religious holidays, etc.

Special needs or circumstances: