**Example Syllabus**

**Innovation in Society Studio**

**FIS 480**

**Prof. Nalini Chhetri**

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Office: Interdisciplinary B, suite 366
Office Hours: MTWHF 0:00-0:00 or by appointment

**Course description:** In this course students will engage with cities, municipalities and public and private agencies in real world issues and problems through the framework of project management. This course will facilitate experiential learning and allow students to work with clients in the field of technology, innovation and sustainability. Through team projects with identified stakeholders, students will engage, plan, design, implement and assess projects while learning interpersonal skills and managing client relationships.

This course will allow students to gain real world experience and gain skills in project management complete with planning, implementing and evaluation as part of complete project cycle. It will also allows students to manage both client based projects and team relationships to complete projects. Students will carry out project based research, conduct interviews and meetings, make site visits, develop work plans and scope of works, negotiate clear deliverables with clients, implement projects and give public presentations. The concept of presentations will be grounded in the idea of conducting effective science communication

**Course Requirements:**

**Attendance and Participation.** Attending class and participating actively in classroom discussions and in-class activities is an essential element of immersive education. You will also find that so much of the rest of the course requirements are more easily accomplished if you attend and participate in class.

**Bi-Weekly Assignments.** Students will primarily work in teams and will develop bi-weekly plans and provide update vis-à-vis their selected projects with clients. Assignments could include outlining meeting agendas, scope of work and work plans, implementation plans and final deliverables. Grades are ultimately team based but individual grades will be assigned.

**Final Presentation.** Students will make a final presentation and deliverables to the class and invited public. The deliverables may be reports, videos, briefing documents or any specific outputs agreed upon with the clients. The length of the presentation will depend on the number of students in the class. Students will be graded on a rubric that includes substantive, stylistic, and performative criteria, and students will be asked to provide peer assessments according to the rubric for other students.

| Attendance & Participation | 25% |
| Client Grade | 20% |
| Project Management Deliverables | 20% |
| Final Deliverables | 25% |
| Peer evaluations | 10% |
| Total | 100% |

Barrett students interested in adding an **honors contract** to the class should contact the instructor in the first week of classes.
**Course Readings:**

There are many project management textbooks in this area. Much of the reading will be related to the specific project that has been negotiated with the identified client. Many of related articles, materials will be found electronically, there is also some cost savings to be realized in this approach.

**Course Calendar:**

Week 1: Course introduction and client presentations

Week 2: Client presentation continues and team formation introduction to project cycle

Week 3 & 4: Team building the scoping out projects. Guest speakers related to projects

Week 5 & 6: Client meetings and Finalizing work plans and scope of works

Week 7 & 8: Team working sessions

Week 9 & 10: Team working session

Week 11 & 12: Draft sessions

Week 13: Student presentations

Week 14: Student presentations

**Grading Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
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<tbody>
<tr>
<td>A-</td>
<td>90.0-92.4</td>
<td>Excellent</td>
</tr>
<tr>
<td>A</td>
<td>92.5-97.9</td>
<td>Excellent</td>
</tr>
<tr>
<td>A+</td>
<td>98-100</td>
<td>Excellent</td>
</tr>
<tr>
<td>B-</td>
<td>80.0-82.4</td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td>82.5-87.4</td>
<td>Good</td>
</tr>
<tr>
<td>B+</td>
<td>87.5-89.9</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>70.0-77.4</td>
<td>Average</td>
</tr>
<tr>
<td>C+</td>
<td>77.5-79.9</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>60.0-69.9</td>
<td>Passing</td>
</tr>
<tr>
<td>E</td>
<td>&lt;60</td>
<td>Failure</td>
</tr>
<tr>
<td>XE</td>
<td></td>
<td>Failure due to Academic Dishonesty</td>
</tr>
</tbody>
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[Note: in order to receive University Distribution requirement credit you must earn at least a “C.”]

**Incompletes:** A mark of "I" (incomplete) can be given by the instructor when you are otherwise doing acceptable work but are unable to complete the course because of illness or other conditions beyond your control. You are required to arrange with the instructor for the completion of the course requirements. The arrangement must be recorded using the form at [http://students.asu.edu/forms/incomplete-grade-request](http://students.asu.edu/forms/incomplete-grade-request). Students should be proactive and discuss this with their instructor and TA before the end of the semester. Students who do not complete this form before the end of the semester cannot be given an incomplete and will be awarded a grade based on the work they have completed.

**Late Assignments:** Late weekly assignments will automatically receive a check minus; if they are not handed in by the first class of the following week, they will receive a zero. Advanced written or e-mailed notice that you will miss a class or have to turn in an assignment late could help your cause (and see below for attendance).
Grade Appeals: ASU has formal and informal channels to appeal a grade. If you wish to appeal any grading decisions, please see: http://catalog.asu.edu/appeal

Student Standards: Students are required to read and act in accordance with university and Arizona Board of Regents policies, including: The ABOR Code of Conduct: Arizona Board of Regents Policies 5-301 through 5-308: http://www.azregents.edu/policymanual/default.aspx

Professionalism in the Classroom: While learning happens throughout ASU, the classroom is a particularly important focal point. Students are asked to contribute to a collegial atmosphere where ideas can be exchanged, discussed, and debated freely by avoiding disruptions through their own behavior and the distractions of their technology. Disruptive, threatening or violent behavior will be dealt with according to the policies in the Student Services Manual, SSM 104–02. Students wishing to record lectures electronically must first get permission from the instructor.

It is impossible to learn from your fellow students when you or they are not there. As such attendance is required in this course. Should you have to miss a class, contact your instructor as far in advance as possible. Depending on the nature of the absence the instructor may elect to deduct points from your overall grade. Absences can be excused for religious observances or practices that are in accord with ACD 304–04 or university sanctioned events/activities that are in accord with ACD 304–02.

Academic Integrity: Academic honesty is expected of all students in all examinations, papers, laboratory work, academic transactions and records. The possible sanctions include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification and dismissal. For more information, see http://provost.asu.edu/academicintegrity.

If you fail to meet the standards of academic integrity in any of the criteria listed on the university policy website, sanctions will be imposed by the instructor, school, and/or dean. Academic dishonesty includes borrowing ideas without proper citation, copying others’ work (including information posted on the internet), and failing to turn in your own work for group projects. Please be aware that if you follow an argument closely, even if it is not directly quoted, you must provide a citation to the publication, including the author, date, and page number. If you directly quote a source, you must use quotation marks and provide the same sort of citation for each quoted sentence or phrase. You may discuss assignments with other students, however, all writing that you turn in must be done independently. If you have any doubt about whether the form of cooperation you contemplate is acceptable, ask the TA or the instructor in advance of turning in an assignment. Please be aware that the work of all students submitted electronically can be scanned using SafeAssignment, which compares them against everything posted on the internet, online article/paper databases, newspapers and magazines, and papers submitted by other students. Turning in an assignment (all or in part) that you completed for a previous class is considered self-plagiarism and falls under these guidelines. Any infractions of self-plagiarism are subject to the same penalties as copying someone else’s work without proper citations. Students who have taken this class previously and would like to use the work from previous assignments should contact the instructor for permission to do so.

Prohibition of Commercial Note Taking Services: In accordance with ACD 304-06 Commercial Note Taking Services, written permission must be secured from the official instructor of the class in order to sell the instructor's oral communication in the form of notes. Notes must have the note taker’s name as well as the instructor's name, the course number, and the date.
Student Support and Disability Accommodations: In compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act of 1990, professional disability specialists and support staff at the Disability Resource Center (DRC) facilitate a comprehensive range of academic support services and accommodations for qualified students with disabilities. Qualified students with disabilities may be eligible to receive academic support services and accommodations. Eligibility is based on qualifying disability documentation and assessment of individual need. Students who believe they have a current and essential need for disability accommodations are responsible for requesting accommodations and providing qualifying documentation to the DRC. Every effort is made to provide reasonable accommodations for qualified students with disabilities. Qualified students who wish to request an accommodation for a disability should contact their campus DRC at: http://www.asu.edu/studentaffairs/ed/drc/ If you are a student in need of special arrangements we will do all we can to help, based on the recommendations of these services. For the sake of equity for all students, we cannot make any accommodations without formal guidance from these services.

Sexual Violence and Harassment: Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at http://sexualviolenceprevention.asu.edu/faqs/students.

Drop and Add Dates/Withdrawals: Please refer to the academic calendar on the deadlines to drop/withdraw from this course. Consult with your advisor and notify your instructor if you are going to drop/withdraw this course. If you are considering a withdrawal, review the following policies: Withdrawal from Classes, Medical/Compassionate Withdrawal.

Email Communications
All email communication for this class will be done through your ASU email account and the blackboard site. You should be in the habit of checking your ASU email regularly as you will not only receive important information about your class(es), but other important university updates and information. You are solely responsible for reading and responding if necessary to any information communicated via email. For help with your email go to: http://help.asu.edu/sims/selfhelp/SelfHelpHome.seam?dept_pk=822 and file a help desk ticket by clicking on “My Help Center.”

Campus Resources: As an ASU student you have access to many resources on campus. This includes tutoring, academic success coaching, counseling services, financial aid, disability resources, career and internship help and many opportunities to get involved in student clubs and organizations.

Tutoring: https://tutoring.asu.edu/tutoring
Counseling Services: http://students.asu.edu/counseling
Financial Aid: http://students.asu.edu/financialaid
Major/Career Exploration: https://cls.asu.edu/majorexploration
Career Services: http://students.asu.edu/career
Student Organizations: http://www.asu.edu/studentaffairs/mu/clubs/
This syllabus is subject to change. It is your responsibility to read e-mail updates from the instructor and TAs as well as check the blackboard site for alterations made as events occur.