GET400/600: INDEPENDENT TECHNOLOGY EDUCATION (FALL 2013)

1. COURSE DETAILS

Revised: 05/30/2013

<table>
<thead>
<tr>
<th>COURSE (SECTION):</th>
<th>GET400/600 (M800)</th>
<th>TERM:</th>
<th>Fall 2013 Aug. 26 – Dec. 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSTRUCTOR:</td>
<td>Robert Heckman</td>
<td>EMAIL:</td>
<td><a href="mailto:rheckman@syr.edu">rheckman@syr.edu</a></td>
</tr>
<tr>
<td>OFFICE:</td>
<td>Hinds 340E</td>
<td>PHONE:</td>
<td>(315) 443-4479</td>
</tr>
<tr>
<td>OFFICE HOURS:</td>
<td>By appointment</td>
<td>HOME PAGE:</td>
<td><a href="http://blackboard.syr.edu">http://blackboard.syr.edu</a></td>
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</table>

Class Meeting Time: this is a self-paced, online, 3-credit course. One-to-one and group interactions with the professor will be both asynchronous and through scheduled meetings, F2F and/or via conference call.

COURSE DESCRIPTION:

This course is an exercise in Self-Directed Learning (SDL). It provides the opportunity and resources for you to develop specific, individualized information technology knowledge and skills. These skills may be needed to fill in gaps identified in your program of study, for immediate work assignments, or for long-term career development. In collaboration with the professor, your faculty advisor, your peers, and perhaps a previous or current supervisor you will develop an individual learning contract and execute it. You will explore the wide variety of learning assets available to people who are ready to take charge of their own learning, and you will be given access to an extensive library of online, self-paced learning modules (described in more detail below). In this course you will also develop skills for planning and assessing future self-directed learning.

COURSE LEARNING OUTCOMES:

Upon successful completion of this course, you will be able to:

- Realistically and comprehensively assess your professional level of information technology knowledge and skill. You will be able to realistically evaluate your professional expectations, and develop an understanding of what is expected of you professionally.
- Use evaluations by peers, mentors, and professors to complement your own self-assessment
- Develop a learning contract to address an identified knowledge and skill gap
- Find and use resources to execute your plan and close your identified knowledge and skill gap
- Successfully complete an industry certification exam in your chosen concentration
- Assess the success of your self-directed learning effort
- Develop a strategy for continuous, lifelong learning

PREREQUISITE:

- None
REQUIRED COURSE MATERIAL: (TEXT)

- There is no required text. There will be several required readings, and these will be available through the Blackboard LMS at blackboard.syr.edu.

LEARNING ASSETS:

As a self-directed learner, you have an ever-increasing array of learning assets available to you. One of the rewards from this course will come from your growing familiarity with these resources as you explore them. To get you started, here are three types of learning assets to think about:

1. Open Educational Resources

Wikipedia defines Open Educational Resources (OER) as “digital materials that can be re-used for teaching, learning, research and more, made available free through open licenses.” Learn more about these at http://en.wikipedia.org/wiki/Open_educational_resources.

The MIT OpenCourseWare project energized the Open Educational Resources Movement by putting MIT’s entire course catalog online. Since the inception of this project there have been many creative initiatives to provide resources for self directed learners. These include innovative internet resources such as Kahn Academy, TED Talks, YouTube lectures, and countless others. An interesting list of resources can be found in the blog post “What’s Next for Open-Source Education?” found at http://blogs.kqed.org/mindshift/2011/02/whats-next-for-open-source-education/

2. Other People – Domain Experts, Fellow Seekers, and Learning Networks

Often overlooked is the knowledge that can be acquired from interaction with other people, especially experts in the domain you are studying. In this course you are encouraged to seek out such expert sources of knowledge, interview them, observe them at work, and ask their advice. You are also encouraged to find others who have personal learning goals similar to yours. As you identify these domain experts and fellow seekers, you will begin to build your own personal Learning Network.

3. SkillSoft Learning Library

The self-paced, online modules available in this course will provide you with the opportunity to gain necessary knowledge and skills for various information technology specializations and, if appropriate, associated industry certification. You will typically select a concentration (or concentrations) with the guidance of your professor, as identified in your individual learning contract.

If appropriate, you can choose begin your technical studies with Microsoft Office Fundamentals before you advance to your chosen technical program of study. Excellence and fluency in these applications (especially Excel) contributes to career growth. A full list of General concentrations currently offered include:

- Database Management
- Network Management
- Project Management
- Quality Assurance Analyst / Software Testing
- Business Analyst
- Enterprise / Server Administration
A suite of industry certifications is currently available under these concentrations *(See specific requirements for these certifications in the appendix to this syllabus).*

### 2. Student Evaluation

You are responsible for completing the assignments below. Based on your student level and your advisor’s recommendation you may choose to receive a letter grade for the course, or take the course pass-fail. Your final grade is based on the professor’s evaluation of the following completed assignments. You will receive detailed instructions and due dates for each assignment. Late assignments (without a prior arrangement) will be penalized 25%. Failure to show up for a one-on one meeting (without prior notice) will result in a 10% penalty on the final grade.

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<tr>
<th>Assessment</th>
<th>Description</th>
<th>%</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>1. Development of an individual learning contract</td>
<td>You will work with your professor (and potentially supervisor(s), mentor(s), and peers) to develop an individualized learning contract. The contract can be developed based on the needs of an immediate job assignment, and/or a desire for technology learning that will support your career objectives. It will include evidence that you have read and understood the initial readings. The contract will use both the online course library provided by the University and additional resources you identify yourself. The process of developing the learning contract will include several steps (e.g. a short reflection on your professional strengths and weaknesses to be addressed in your learning plan, an assessment of your readiness for self-directed learning, etc). You may revise the plan after an initial evaluation by the professor. <strong>Approval of your learning plan by the professor is required before you begin your learning program. The actual plan is a living document that will be enhanced and revised throughout the course of the semester.</strong></td>
<td>15</td>
<td>September 2 – Draft 9/9 – Modified and Approved Maintained Throughout</td>
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<td>2. Mid-course status report and learning self-assessment</td>
<td>By the midpoint of the course, <strong>October 14</strong>, you will prepare a status report that is a self-assessment of your learning progress to date. This assignment is the first of two opportunities to reflect on your own learning and practice the art of self-assessment.</td>
<td>15</td>
<td>October 14</td>
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<td>3. Demonstration of domain specific topic acquired via course.</td>
<td>This is your chance to demonstrate the domain knowledge you achieved through the efforts of your self-directed learning. Using your learning contract as a guide you will demonstrate acquisition of each of the learning objectives you identified.</td>
<td>20</td>
<td>Week of December 2</td>
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<td>4. Successful completion of the independent learning contract</td>
<td>You will successfully execute your learning contract, and complete the deliverables that are described in it. In addition you will demonstrate the domain knowledge (see item 3 above) you have acquired via a class</td>
<td>20</td>
<td>Week of December 2</td>
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You will have the opportunity to earn extra credit by successfully completing an industry certification exam.

5. **End-of-term reflection and future learning plan**

   By **December 11**, you will complete a final assessment of your independent learning. This is the second opportunity to reflect on your own learning and practice the art of self-assessment.

   In addition to reflecting on how well you achieved your individual learning objectives, you will prepare a plan for your future self-directed learning.

   As a final component, you will also reflect on what you have learned about the process of self-directed learning.

6. **Participation and Professionalism**

   Throughout the course we will have 8 scheduled opportunities to meet one-on-one and discuss your progress. (I am available for more meetings and/or phone conversations if you desire.) Your ability to make the most of the sessions and to participate as a member of an active learning community is an important component of the course.

   **One-on-ones:**
   - September 3 (Tues.)
   - September 17 (Tues.)
   - September 30 (Mon.)
   - October 14 (Mon.)
   - October 28 (Mon.)
   - November 4 (Mon.)
   - November 18 (Mon.)
   - December 2 (Mon.) (domain demo – see item 3 above)

   On alternating weeks you will submit a journal entry to Blackboard. You are asked to generate a record of the topics you have learned. Record notes for the time you spend learning. By 11:59 p.m. on Monday of each week, create one journal entry for the week that includes learning goals accomplished and your observations about the process and the additional reflection topic.

   **Reflection Topics. Week of:**
   - Sept. 23 – Accountability for Learning Outcomes
   - Oct. 7 – Motivation Strategies
   - Oct. 21 – Prioritizing Your Learning Goals
   - Nov. 11 – Challenges and Strategies

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<th>Activity</th>
<th>Target Date</th>
<th>Notes</th>
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3. University and School Policies

Academic Integrity

The academic community of Syracuse University and of the School of Information Studies requires the highest standards of professional ethics and personal integrity from all members of the community. Violations of these standards are violations of a mutual obligation characterized by trust, honesty, and personal honor. As a community, we commit ourselves to standards of academic conduct, impose sanctions against those who violate these standards, and keep appropriate records of violations. The academic integrity statement can be found at: http://supolicies.syr.edu/ethics/acad_integrity.htm

Student with Disabilities

In compliance with section 504 of the Americans with Disabilities Act (ADA), Syracuse University is committed to ensure that “no otherwise qualified individual with a disability...shall, solely by reason of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity...” If you feel that you are a student who may need academic accommodations due to a disability, you should immediately register with the Office of Disability Services (ODS) at 804 University Avenue, Room 308 3rd Floor, 315.443.4498 or 315.443.1371 (TTD only). ODS is the Syracuse University office that authorizes special accommodations for students with disabilities.

Ownership of Student Work

In compliance with the Federal Family Educational Rights and Privacy Act, works in all media produced by students as part of their course participation at Syracuse University may be used for educational purposes, provided that the course syllabus makes clear that such use may occur. It is understood that registration for and continued enrollment in a course where such use of student works is announced constitutes permission by the student. After such a course has been completed, any further use of student works will meet one of the following conditions: (1) the work will be rendered anonymous through the removal of all personal identification of the work's creator/originator(s); or (2) the creator/originator(s)' written permission will be secured. As generally accepted practice, honors theses, graduate theses, graduate research projects, dissertations, or other exit projects submitted in partial fulfillment of degree requirements are placed in the library, University Archives, or academic departments for public reference.

Faith Based Observances

SU’s religious observances policy, found at http://supolicies.syr.edu/emp_ben/religious_observance.htm, recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holy days according to their tradition. Under the policy, you are provided an opportunity to make up any examination, study, or work requirements that may be missed due to a religious observance provided you notify me before the end of the second week of classes. For fall and spring semesters, an online notification process is available through MySlice/Student Services/Enrollment/My Religious Observances from the first day of class until the end of the second week of class.
ADD/DROP PROCESS AND COURSE WITHDRAWAL POLICY

It is the responsibility of the students to be fully informed of the college catalog policies regarding course add, drop and withdrawal policies. For more information about the Syracuse University Add/drop Process and Course Withdrawal Policy, please see the following web site: http://registrar.syr.edu
4. APPENDIX

Oracle Database 11G Administrator Certified Associate

Industry Exams:  Oracle Database 11g: SQL Expert I (1Z0-047)
Oracle Database 11g: Administration I (1Z0-052)
- No previous certification required
- No work or education experience required
- Both 1Z0-051 and 1Z0-052 are required to be an Oracle Database 11g Administrator Certified Associate

Cisco Certified Entry Networking Technician (CCENT)

Industry Exam:  CCENT 640-822 (ICND1)
- No previous certification required
- No work or education experience required

Cisco Certified Network Associate (CCNA)

Industry Exams:  CCNA 640-802 (ICND1 and ICND2)
CCNA with CCENT certification 640-816 (ICND2)
- No previous certification required
- No work or education experience required

Certified Associate in Project Management (CAPM)

Industry Exam:  CAPM
- No previous certification required
- Secondary diploma and 1500 hours of work experience OR 23 hours of project management education (see handbook)

Project Management Professional (PMP)

Industry Exam:  PMP
- No previous certification required
- 4 year degree, 3 years of experience, 4500 hours of leading a project, and 35 hours of project management education OR secondary diploma, 5 years of experience, 7500 hours of leading a project, and 35 hours of project management education (see handbook)

CompTIA A+

Industry Exam:  CompTIA A+ Essentials (220-701)CompTIA A+ Practical Application (220-702)
• No previous certification required
• 500 hours of work experience recommended
• Both 220-701 and 220-702 are required to be CompTIA A+ certified

CompTIA Network+
Industry Exam: CompTIA Network+ (N10-005)
• Previous certification recommended: CompTIA A+
• 9 months of work experience recommended

CompTIA Server+
Industry Exam: CompTIA Server+ (SK0-003)
• Previous certification recommended: CompTIA A+
• 18-24 months of work experience recommended

CompTIA Security+
Industry Exam: CompTIA Security+ (SYO-301)
• Previous certification recommended: CompTIA Network+
• 2 years of work experience recommended

Microsoft Technology Associate: Networking Fundamentals
Industry Exam: MTA: Networking Fundamentals (98-366)
• No previous certification required
• Some hands on experience with servers is expected

Microsoft Certified Technical Specialist: Windows Server 2008 Network Infrastructure, Configuring
Industry Exam: MCTS: Windows Server 2008 Network Infrastructure, Configuring (70-642)
• No previous certification required
• Should have at least one year of experience with Windows Server 2008 R2

Microsoft Certified Technical Specialist: Windows Server 2008 Active Directory, Configuring
• No previous certification required
• Should have at least one year of experience with Windows Server 2008 R2

Microsoft Certified Technical Specialist: Windows Server 2008 Applications Infrastructure, Configuration
Industry Exam: MCTS: Windows Server 2008 Applications Infrastructure, Configuring (70-643)

- No previous certification required
- Should have at least one year of experience with Windows Server 2008 R2

Microsoft Certified Technical Specialist: Windows Server 2008 R2, Server Virtualization

Industry Exam: MCTS: Windows Server 2008 R2, Server Virtualization (70-659)

- No previous certification required
- Should have more than 1.5 years of work experience

Certification of Competency in Business Analysis (CCBA)

Industry Exam: CCBA

- No previous certification required
- 3750 hours of hands on business analysis experience within the last 7 years, 21 hours of professional development, and at least high school degree (see handbook)

Certified Software Tester (CSTE)

Industry Exam: CSTE

- No previous certification required
- A degree, plus 2-4 years of experience (depending on degree), and are working, or have worked within the prior 18 months within the field

Certified Tester, Foundation Level (CTFL)

Industry Exam: CTFL

- No previous certification required
- No work or education experience required

Certified Tester, Advanced Level (CTAL)

Industry Exam: CTAL

- Previous certification required: CTFL
- 3 years of work experience required

Certified Software Quality Analyst (CSQA)

Industry Exam: CSQA

- No previous certification required
• A degree, plus 2-4 years of experience (depending on degree), and are working, or have worked within the prior 18 months within the field

Information Technology Infrastructure Library (ITIL)

Industry Exam: ITIL

• No previous certification required
• No work or education experience required