SKILLS FOR COMPUTING PROFESSIONALS I, COSC 1100
School of Engineering and Computing Sciences
Fall 2018

A. COURSE INFORMATION
Course number/section: COSC 1100.004
Class meeting time: TR 9:00 am – 9:50 am
Class location: CI-226
Course Website: http://bb9.tamucc.edu

B. INSTRUCTOR INFORMATION
Instructor: Dr. Mamta Yadav
Office location: EN 316N
Office hours: TR 11:00 AM – 12:30 PM; W 11:00 AM – 1:00 PM
Telephone: 361-825-2688
e-mail: Mamta.Yadav@tamucc.edu
Appointments: By e-mail

C. COURSE DESCRIPTION
Catalog Course Description
This course focuses on beginning to develop professional skills that computer scientists will need to be successful in their careers and lives. Communication skills will include writing and giving oral presentations. Ethical issues will be explored. This is a class for computing professionals. As such, professional decorum will be required at all times.

D. PREREQUISITES AND COREQUISITES
Prerequisites: None.
Corequisites: This is a corequisite for computer science majors in COSC 1435.

E. REQUIRED TEXTBOOK(S), READINGS AND SUPPLIES
Required Textbook(s)
Author: Strunk
Title: Elements of Style
ISBN: 978-0-205-63264-0

Optional Textbook(s) or Other References (if do not know Word, Power Point, Excel):
Author: Shelly/Vermant
Discovering Computers & Microsoft Office 2010
ISBN: 978-0-538-47393-4
F. STUDENT LEARNING OUTCOMES AND ASSESSMENT

Assessment is a process used by instructors to help improve learning. Assessment is essential for effective learning because it provides feedback to both students and instructors. A critical step in this process is making clear the course’s student learning outcomes that describe what students are expected to learn to be successful in the course. The student learning outcomes for this course are listed below. By collecting data and sharing it with students on how well they are accomplishing these learning outcomes students can more efficiently and effectively focus their learning efforts. This information can also help instructors identify challenging areas for students and adjust their teaching approach to facilitate learning.

By the end of this course, students should be able to:
1. Be familiar with a professional code of ethics (such as ACM or IEEE) and apply to ethical situations.
2. Demonstrate effective oral communication skills.
3. Demonstrate effective written communication skills.

G. INSTRUCTIONAL METHODS AND ACTIVITIES

This is not a lecture-based course. Attendance is mandatory as participation is critical. Most activities cannot be recreated outside the classroom.
- Questions from students regarding clarification about assignments/tasks
- Small group activities
- Discussion
- Occasional short lectures
- Student presentations/elevator speeches
- Individual meetings

H. MAJOR COURSE REQUIREMENTS AND GRADING

If needed, due to extenuating circumstances, these requirements and grading may be modified.

All presentations require the following: before the class begins, student must be in the classroom before the class begins and in line to upload presentation. (Preferably all presentations will be uploaded before the class begins.)

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>% of FINAL GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>25%</td>
</tr>
<tr>
<td>Presentations</td>
<td>25%</td>
</tr>
<tr>
<td>Other activities . . . Class notes, class activities</td>
<td>50%</td>
</tr>
</tbody>
</table>
I. **COURSE CONTENT/SCHEDULE**

<table>
<thead>
<tr>
<th>week #</th>
<th>content</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>note-taking skills</td>
</tr>
</tbody>
</table>
| 2      | campus resources- lightning talks  
resume writing |
| 3      | review resumes  
review resumes, discuss other professional documents  
(cover and thank you letter) |
| 4      | elevator speeches |
| 5      | goal setting and time management  
review resumes  
review goals and personal schedules |
| 6      | elevator speeches  
elevator speeches |
| 7      | Career Fair attendance required  
spreadsheets for computing grades |
| 8      | elevator speeches about Career Fair  
elevator speeches about Career Fair |
| 9      | organizational and conflict resolution skills  
public speaking exercises |
| 10     | review plans to improve organizational skills  
conflict resolution scenarios |
| 11     | research company  
prepare presentation on company |
| 12     | peer review presentations using presentation tips  
ethical scenarios |
| 13     | present about companies  
present about companies |
| 14     | conflict resolution scenarios  
ethical scenarios |
| 15     | conflict resolution scenarios  
ethical scenarios |
| Final  | financial health |

Note: Changes in this course schedule may be necessary and will be announced to the class by the Instructor. The assignments and exams shown are directly related to the Student Learning Outcomes described in Section F.
J. COURSE POLICIES

Attendance/Tardiness
Many of the assignments will involve class and group participation. Therefore, attendance is mandatory.

The student is required to attend class. If the student cannot attend class that day, it is the student’s responsibility to contact another class member to obtain hand-outs and information about the content that was covered. Additionally, it is the student’s responsibility to learn the material that was covered.

Alcohol/Tobacco/Smoking of any kind.
Not permitted.

Late Work
All assignments are expected to be submitted on time. Any submissions after the due date is considered late. Late work will be accepted, however, there will be a 10% grade penalty for each day it is late.

Extra Credit Availability
There is no provision for extra credit available to students.

Cell Phone Use
Not permitted without permission.

Laptop Use
Not permitted without permission.

Food in Class
No food or drinks allowed.

Missed Exam
Attendance on the final exam day is required. Failure to attend will result in 10 points being deducted from the final semester average.

Participation
Mandatory.

Contact. All contact will be via the student’s Islander email account. Please check your email often.

Professional Behavior, Good Manners, and Work Skills
Students are expected to have good manners, show respect for themselves and others, and not engage in any behaviors that are disruptive or disrespectful to others. Insubordination and unprofessional conduct including sexual harassment, use of inappropriate language &/or
gestures, creating a hostile environment, and so on will not be tolerated. Students who cannot conduct themselves properly may be referred for counseling, requested to leave the classroom, and other. If you have any questions about what constitutes inappropriate behavior, language, and so on, please make an appointment with the instructor to discuss it.

Students must silence all cell phones and other devices before class and keep them silenced during class/lab.

**Cheating.** Students are expected to produce original work. Plagiarism and cheating are not acceptable. Violation of this policy may result in all students involved receiving a 0% on the assignment and/or failing the course.

**General but Important Stuff**
- Students should expect to spend a minimum of 2-3 hours outside class for every hour in class.
- Students are expected to begin assignments when they are assigned. Please avoid procrastinating.
- Students are expected to be prepared for class. This includes being on time, having required materials ready, having reading and written assignments completed before class begins. The instructor will not assign specific chapters or pages to read from the textbook. Students are expected to read the related chapters (or pages) that correspond to the topics on the tentative agenda before the topics are covered in class.
- Students are expected to discuss dropping the class with the instructor during office hours. The student is often not clear about his/her current standing in the class. One bad grade is not fatal. Also, the student often feels that they are the only one who is confused when the majority of students feel the same way.
- In addition to learning the course content, the student is expected to learn professional behavior that will be appropriate in the workplace. Once employed, you will be expected to arrive on time for work, have projects and presentations prepared by the required completion date. In this field, you will often be required to work with teams. Part of your education will be developing strong workplace skills.
- If you feel your assignment was not graded correctly, you should email your concern to the instructor and make an appointment to discuss the grade.

**Resources**
- Students are assumed to be proficient in the following: note-taking, time-management, study skills, test-taking skills, impulse control, anger management, interpersonal communication. If a student needs assistance in developing or enhancing these skills, they should make an appointment with the counseling center immediately since these skills take time to learn.
- If a student has language difficulties, poor comprehension skills and/or special needs, the student should contact the Student Disabilities Office.
- Another resource the student should use for math, writing and so on is the academic success center.
Computer Accounts
- Misuse (illegal or unethical) of any computer account will result in the student receiving an F in this class.

K. COLLEGE AND UNIVERSITY POLICIES
- Academic Integrity (University)
  University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in a failing grade.

- Classroom/Professional Behavior
  Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

- Statement of Civility
  Texas A&M University-Corpus Christi has a diverse student population that represents the population of the state. Our goal is to provide you with a high quality educational experience that is free from repression. You are responsible for following the rules of the University, city, state and federal government. We expect that you will behave in a manner that is dignified, respectful and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated.

- Deadline for Dropping a Course with a Grade of W (University)
  The grade of W will be assigned to any student officially dropping a course. Please consult with the instructor before you decide to drop to be sure it is the best thing to do. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. Should dropping the course be the best course of action, visit the Office of the University Registrar for the Course Drop Form that must be submitted. No student is eligible to receive a W without completing the official drop process by this deadline. Please consult the Academic Calendar (http://www.tamucc.edu/academics/calendar/) for the last day to drop a course.
Grade Appeals (College of Science and Engineering)
As stated in University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules website at http://www.tamucc.edu/provost/university_rules/index.html, and the College of Science and Engineering Grade Appeals webpage at http://sci.tamucc.edu/students/GradeAppeal.html. For assistance and/or guidance in the grade appeal process, students may contact the chair or director of the appropriate department or school, the Office of the College of Science and Engineering Dean, or the Office of the Provost.

Disability Services
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call (361) 825-5816 or visit Disability Services in Corpus Christi Hall 116. Accommodation may necessitate some grading modifications. For example, many assignments require that students hand-write responses; but, spelling, punctuation, sentence structure and so on are not graded. However, since the computer automatically corrects much/most of this, students requesting the use of the computer, will be graded on those aspects.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.

http://disabilityservices.tamucc.edu/

Statement of Academic Continuity
In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi; this course would continue through the use of Blackboard and/or email. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a
secondary means of contacting each student.

On the first day of class, please supply an additional email contact. I will allow you to simply add an additional email address to the group mailing list that I have designed for this class.

L. OTHER INFORMATION

• Academic Advising
  The College of Science & Engineering requires that students meet with an Academic Advisor as soon as they are ready to declare a major. The Academic Advisor will set up a degree plan, which must be signed by the student, a faculty mentor, and the department chair. Meetings are by appointment only; advisors do not take walk-ins. Please call or stop by the Advising Center to check availability and schedule an appointment. The College’s Academic Advising Center is located in Center for Instruction 350 or can be reached at (361) 825-3928.

GENERAL DISCLAIMER
I reserve the right to modify the information, schedule, assignments, deadlines, grading and course policies in this syllabus if and when necessary. I will announce such changes in a timely manner during regularly scheduled lecture periods or via group emails.