SKILLS FOR COMPUTING PROFESSIONALS III, COSC 4100
School of Engineering and Computing Sciences
SPRING 2019

A. COURSE INFORMATION
Course number/section: COSC 4100.001
Class meeting time: MW 12:00 pm – 12:50 pm
Class location: CI-228
Course Website: http://bb9.tamucc.edu

B. INSTRUCTOR INFORMATION
Instructor: Dr. Mamta Yadav
Office location: EN 316N
Office hours: TR 11:00 AM – 1:30 PM; (Changes announced via email or class)
Telephone: 361-825-2688
e-mail: Mamta.Yadav@tamucc.edu
Appointments: By e-mail

C. COURSE DESCRIPTION
Catalog Course Description
This course focuses on technical writing, workplace scenarios and professional skills that computer scientists will need to be successful in their careers and lives. This is a class for computing professionals. As such, professional decorum will be required at all times.

D. PREREQUISITES AND COREQUISITES
Prerequisites: COSC 1100, ENGL 3310

E. REQUIRED TEXTBOOK(S), READINGS AND SUPPLIES
Required Textbook(s)
None

Optional Textbook(s) or Other References (if do not know Word, Power Point, Excel):-
Author: Strunk
Title: Elements of Style
ISBN: 978-0-205-63264-0

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. Demonstrate effective oral communication skills.
2. 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>Technical Tutorial</td>
<td>30%</td>
</tr>
<tr>
<td>Attendance</td>
<td>10%</td>
</tr>
<tr>
<td>Letters</td>
<td>10%</td>
</tr>
<tr>
<td>CVs-Resumes</td>
<td>10%</td>
</tr>
<tr>
<td>Weekly Reports</td>
<td>10%</td>
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<tr>
<td>Elevator Speeches</td>
<td>10%</td>
</tr>
<tr>
<td>Peer Review</td>
<td>10%</td>
</tr>
<tr>
<td>Workplace Scenarios</td>
<td>10%</td>
</tr>
</tbody>
</table>
I. COURSE CONTENT/SCHEDULE

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>14-Jan</td>
<td>Professional documents revisited</td>
</tr>
<tr>
<td></td>
<td>16-Jan</td>
<td>Professional documents revisited</td>
</tr>
<tr>
<td>2</td>
<td>21-Jan</td>
<td>ML KING Holiday</td>
</tr>
<tr>
<td></td>
<td>23-Jan</td>
<td>Elevator speeches revisited</td>
</tr>
<tr>
<td>3</td>
<td>28-Jan</td>
<td>Choose technical tutorial topics</td>
</tr>
<tr>
<td></td>
<td>30-Jan</td>
<td>Choose technical tutorial topics</td>
</tr>
<tr>
<td>4</td>
<td>4-Feb</td>
<td>Negotiating for promotions/raises</td>
</tr>
<tr>
<td></td>
<td>6-Feb</td>
<td>Negotiating for promotions/raises</td>
</tr>
<tr>
<td>5</td>
<td>11-Feb</td>
<td>Work on technical tutorials</td>
</tr>
<tr>
<td></td>
<td>13-Feb</td>
<td>Work on technical tutorials</td>
</tr>
<tr>
<td>6</td>
<td>18-Feb</td>
<td>Peer-review professional documents</td>
</tr>
<tr>
<td></td>
<td>20-Feb</td>
<td>Peer-review professional documents</td>
</tr>
<tr>
<td>7</td>
<td>25-Feb</td>
<td>Elevator speeches</td>
</tr>
<tr>
<td></td>
<td>27-Feb</td>
<td>Career Fair prep: CAREER FAIR TODAY</td>
</tr>
<tr>
<td>8</td>
<td>4-Mar</td>
<td>Work on technical scenarios</td>
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<tr>
<td></td>
<td>6-Mar</td>
<td>Work on technical scenarios</td>
</tr>
<tr>
<td>9</td>
<td>11-Mar</td>
<td>Spring Break</td>
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<tr>
<td></td>
<td>13-Mar</td>
<td>Spring Break</td>
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<tr>
<td>10</td>
<td>18-Mar</td>
<td>Workplace scenarios</td>
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<tr>
<td></td>
<td>20-Mar</td>
<td>Workplace scenarios</td>
</tr>
<tr>
<td>11</td>
<td>25-Mar</td>
<td>Technical tutorials</td>
</tr>
<tr>
<td></td>
<td>27-Mar</td>
<td>Peer-review technical tutorials</td>
</tr>
<tr>
<td>12</td>
<td>1-Apr</td>
<td>Elevator speeches</td>
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<tr>
<td></td>
<td>3-Apr</td>
<td>Elevator speeches</td>
</tr>
<tr>
<td>13</td>
<td>8-Apr</td>
<td>Workplace scenarios</td>
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<tr>
<td></td>
<td>10-Apr</td>
<td>Workplace scenarios</td>
</tr>
<tr>
<td>14</td>
<td>15-Apr</td>
<td>Peer review technical tutorial</td>
</tr>
<tr>
<td></td>
<td>17-Apr</td>
<td>Peer review technical tutorial</td>
</tr>
<tr>
<td>15</td>
<td>22-Apr</td>
<td>Technical tutorials, Peer review</td>
</tr>
<tr>
<td></td>
<td>24-Apr</td>
<td>Technical tutorials, Peer review</td>
</tr>
<tr>
<td>16</td>
<td>29-Apr</td>
<td>Workplace scenarios</td>
</tr>
<tr>
<td></td>
<td>1-May</td>
<td>Workplace scenarios</td>
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</tbody>
</table>

**Final Exam** on Wednesday, May 08, 2019 from 11:00 AM - 1:30 PM.
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. **Attendance on the final exam day is required. Failure to attend will result in 10 points being deducted from the final semester.**

**J. COURSE POLICIES**

**Attendance/Tardiness**
Many of the assignments will involve class and group participation. Therefore, attendance is mandatory. **For each class that a student is late or does not attend, the final semester average will be docked 2 points.**

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 25% 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 will fail the course, and 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, it is your responsibility to make and attend an appointment during the professor’s office hours.

Students are required to be on time to class. Violation of this policy will result in the student not receiving hand-outs, not receiving credit for that day’s activities, and possibly in having the student requested to leave the class/lab, and other**. The clock/computer in the classroom/lab (or my watch) will be used to determine the correct time.

Students may not use headphones, laptops, cell phones (and so on) during class. Students must silence all cell phones (and so on) before entering the classroom/lab and keep them silenced during class/lab. Violation of this policy may result in the article being confiscated and it will be returned to the student on the day of the final exam.

Students are not to speak while the professor or a recognized student is speaking. Violation of this policy may result in the student being requested to leave the class/lab for the day or a longer period of time, and other. If a student wants to be recognized to ask a pertinent question, he/she should raise his/her hand and wait until the professor calls upon him/her.

Students are not to use class time to discuss personal issues. If a student has a personal issue, he/she should make an appointment with the professor to discuss this during office hours.

Each occurrence of unprofessional, inappropriate behaviors will lead to the student’s final average being deducted 2 points. Examples of disruptive behaviors are entering the classroom/lab late, speaking when the professor or another student is speaking, allowing the cell to emit noise during class, leaving the class, re-entering the class, forcing the instructor/TA to remove food/drinks, and so on. Therefore, it is possible for a student to fail the course, even if he/she has a passing average on graded materials. So, if you are late one day, speak while the professor is speaking three times in one class period on the second day, and on the third day, have your cell phone ring, you will have accrued 5 infractions. 10 points will be subtracted from your semester average.

If a developmental plan has been developed, and you do not comply to those conditions, you will fail the course no matter what your semester average may be.

Profanity (aka vulgarity, swearing, cussing) is never appropriate and creates a hostile work environment. You will fail this course if you use profanity.
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 and so on.

Any of the activities described in this section violate the rules stipulated in the above paragraph. In most cases the individual will be instructed to leave the classroom. The individual will be required to schedule a meeting with the professor during office hours, sign a professional development plan before the student is allowed to return to the classroom. Failure to meet the developmental plan goals, will result in an immediate failing grade.

If the individual refuses to leave, the University police will be contacted to escort the individual from the classroom. The individual will automatically fail the course, not matter what the individual’s grade.

**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.
- The student will receive many directions and information via email. The student is responsible for checking email on a regular basis. (If you do not know how to use email, learn ASAP.) The professor may (or may not) add alternative email addresses to the mailing list. But, the professor will not know if other servers are down and the student will still be held responsible for the email that has been sent on Islander.

Papers and Presentations

- Must use APA or MLA format for bibliography/works cited. Must use Chicago style footnotes. Use Word 2010 default options for all else.
- For formal, professional presentation(s) must be professionally dressed or 0% credit. Must be on time to class and load presentation before the presentations begin or 0% credit. Papers/presentations/assignments must follow guidelines supplied or 0% credit. These guidelines will be emailed to you.

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)**
I hope that you never find it necessary to drop this or any other class. However, events
can sometimes occur that make dropping a course necessary or wise. The grade of W will
be assigned to any student officially dropping a course. Please consult with your
academic advisor, the Financial Aid Office, and me, before you decide to drop this
course. Should dropping the course be the best course of action, you must initiate the
process to drop the course by going to the Student Services Center and filling out a
course drop form. Just stopping attendance and participation WILL NOT automatically
result in your being dropped from the class. 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.