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| **44-296-1/2 Professional Development (3 Credits)** | | |
| **Trimester: Fall Year: 2017** | | |
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| **Instructor:** Dr. Roger Von Holzen | **Email address:** rvh@nwmissouri.edu | |
| **Office Location:** Colden Hall 2300 | **Office Phone:** 660-562-1933 | |
| **Office Hours:** M-Th 1:00-2:00, M 2:00-3:00, T/Th 8:00-9:30 | | |
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| **Prerequisites:**  Sophomore standing and CSIS 44-141 | | |
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| **Textbook and/or Supplementary Materials:**  *Ethics for the Information Age*, by Michael J. Quinn (Required. Available at Textbook Services) | | |
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| **Course Description:**  Emphasis on ethical issues in the workplace and professional development for the field of computing | | |
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| **Student Learning Outcomes** | **Assessment Methods** | |
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| Students will be able to describe appropriate measures for applying for an internship and employment in the field of computing. | Complete resume  Sign up for Mock Interview Day  Obtain an internship | |
| Students will be able to discuss sound decision-making skills when confronted with professional, ethical, and legal dilemmas. | Chapter-related discussion assignments | |
| Students will be able to demonstrate familiarity with current social and ethical issues related to computing. | Chapter-related discussion assignments | |
| Students will be to apply a professional code of ethics and conduct to computing situations. | Chapter-related discussion assignments | |
| Students will be able to describe requirements for professionalism in respect of the work of the professional societies and their codes of conduct and practice. | Chapter-related discussion assignments | |
| Students will be able to assess and evaluate the impacts of IT technology on society and culture. | Chapter-related discussion assignments | |
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| **Course Requirements:**  **Resume:** Each student will prepare a professional resume which will be used for Mock Interview Day and Career Day. Additionally, the student will use this resume to seek summer internships.  **Cover Letter/References:** Each student will prepare a cover letter as if they were applying for an internship in industry. Each student will begin to build a list of professional references that may be used for seeking a summer internship.  **LinkedIn Profile:** Each student will prepare a professional [LinkedIn](https://www.linkedin.com/) profile.  **Interviews:** Students willprepare for a technical interview by interviewing a class partner. Students will be expected to participate in Northwest’s Mock Interview Day and be interviewed by an industry professional.  **Video Recording**: During the course, the student will record a personal promotional video. The recording will be used for personal evaluation.  **PowerPoint Lecture:** The class will be divided into groups of two, with each group randomly assigned one of the PowerPoint lectures. The members of the group will be provided a basic PowerPoint presentation where they are to enhance its presentation format and content. The group will be responsible for presenting its revised PowerPoint to the class.  **Discussion Threads:** Discussions threads aredesigned to support on-going dialogue on various issues that are raised by the instructor and students. Throughout the semester, when asked, you will be expected to post comments, questions or responses concerning specified topics which may be used to enhance face-to-face discussions.  **Mock Interview Day/Career Day Reports:** You will be expected to attend Northwest’s Mock Interview Day and Career Day and will write a short report about each event.  **Class Participation/Discussions:** Class discussions will be based on readings. Students are expected to attend every class prepared to participate in the discussion in an ***informed*** manner and to contribute to the class.  **Exams:** Two exams will be given covering material found in the textbook.  **Research Article Review:** Each student will select a research article on a social and professional issue and write a review of the article. This will provide an opportunity for students to review an article from a professional journal and develop their communication skills.  **Group Project/Presentation:** Students will be organized into groups; research a social and professional issue, prepare an annotated bibliography of their references, write an article review and prepare a group presentation on their selected topic.  **Individual Critique of Group Presentation:** Each student will critique a video of his/her portion of the group presentation and write a short report.  **Miscellaneous Points:**  Miscellaneous points consist of any extra points that may be awarded for other activities. | |
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| **Grading Scale:**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Components** | **Number** | **Points** |  | **Grading Scale** | | | Assignments | 17 | 410 |  | 90-100% | A | | Threaded Discussions | 4 | 50 |  | >= 80% and < 90% | B | | Group Discussions | 16 | 85 |  | >= 70% and < 80% | C | | Exams | 2 | 120 |  | >= 60% and < 70% | D | | **Total Points** |  | **665** |  | below 60% | F | | |
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| **Instructional Methods and Techniques:**  Students will be actively participating in all aspects of this course, from providing lecture materials to group discussions to group presentations. Beyond the lecture/discussion components of the course, students will be developing their professional skills with respect to resumes, networking and interviewing. | |
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| **Course Outline/Major Topics Studied:**   |  |  | | --- | --- | | **Week 1 August 28** |  | | 8/29 | Course Overview, Passport to Professionalism | | 8/31 | Resumes | | **Week 2 September 4** |  | | 9/5 | Professional networking, organizations, LinkedIn | | 9/7 | Cover Letters and References | | **Week 3 September 11** |  | | 9/12 | Chapter 1 Catalysts for Change Part 1 Interviewing Skills | | 9/14 | Chapter 1 Catalysts for Change Part 2 Chapter 1 Discussion | | **Week 4 September 18** |  | | 9/19 | Chapter 2 Introduction to Ethics Part 1 Internships | | 9/21 | Chapter 2 Introduction to Ethics Part 2 Discussion Conduct classmate interviews | | **Week 5 September 25** |  | | 9/26 | Chapter 3 Networked Communications Part 1  Discussion Communicating Face to Face Identity Theft | | 9/28 | Chapter 3 Networked Communications Part 2 Discussion  Work on 30 second video | | **Week 6 October 2** |  | | 10/3 | **Career Day** | | 10/6 | Chapter 4 Intellectual Property Part 1 Discussion Chapter 4 Intellectual Property Part 2 Discussion | | **Week 7 October 9** |  | | 10/10 | Chapter 5 Information Privacy Part 1 Discussion Career Services Videos | | 10/11 | Chapter 5 Information Privacy Part 2 Discussion Final Resume and Email Assignment | | **Week 8 October 16** |  | | 10/17 | Exam 1—Chapters 1-5 | | 10/19 | Resume Review with Career Services | | **Week 9 October 23** |  | | 10/24 | Sign up for Mock Interview Day Chapter 6 Privacy and the Government Part 1 Discussion Career Services Videos | | 10/26 | Chapter 6 Privacy and the Government Part 2 Discussion—Characteristics of Computer Science Graduates Career Services Videos | | **Week 10 October 31** |  | | 11/1 | Chapter 7 Computer and Network Security Part 1 Discussion--Snowden | | 11/3 | Chapter 7 Computer and Network Security Part 2 Discussion | | **Week 11 November 6** |  | | 11/7 | Mock Interview Day | | 11/11 | Chapter 8 Computer Reliability Part 1 Chapter 8 Computer Reliability Part 2 Discussion Team Presentation | | **Week 12 November 13** |  | | 11/14 | Chapter 9 Professional Ethics Part 1  Discussion Annotated Bibliography/Article Review | | 11/16 | Chapter 9 Professional Ethics Part 1  Discussion | | **Week 13 November 20** |  | | 11/21 | Chapter 10 Work and Wealth Part 1 Chapter 10 Work and Wealth Part 2 Discussion | | 11/23 | Thanksgiving Break | | **Week 14 November 27** |  | | 11/28 | Team Presentation Preview Discussion—Facebook Privacy | | 11/30 | Exam 2—Chapter 6-10 | | **Week 15 December 4** |  | | 12/5 | Team Presentations | | 12/8 | Team Presentations | | **Week 16 December 12** |  | |  | Final Examination Project Monday, December 11 7:00 am - 9:00 pm | |  | Individual Critique of Team Presentation |   **Disclaimer**: Course schedule is subject to change and you will be responsible for abiding by any such changes. Your instructor will notify you of any changes. | | |
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| **Finals:**  If an emergency occurs that prevents the administration of a final examination, the student’s final course grade will be calculated based on the work in the course completed to that point in time and the faculty member’s considered judgment. Final exams will not be rescheduled, and a grade of “I” will not be given as a result of the missed exam. | |
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| **Attendance Policy:**  Students are expected to attend all classes as specified in the course syllabi for each course. However, specific attendance policies may vary from instructor to instructor. Each instructor will clarify the attendance policy at the beginning of each course. It is the responsibility of the student to promptly notify his or her instructor when unable to attend class. Students receiving veterans’ benefits should consult with the coordinator of Veterans’ Affairs for the additional attendance requirements.  Please refer to the following link to view Northwest Missouri State University’s Attendance Policy: <https://www.nwmissouri.edu/policies/academics/Attendance.pdf> | | |
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| **Code of Academic Integrity Policy:**  The students, faculty, and staff at Northwest endeavor to sustain an environment that values honesty in academic work, that acknowledges the authorized aid provided by and intellectual contributions of others, and that enables equitable student evaluation.  Sustaining academic integrity at Northwest is the responsibility of the entire university community. The value of the educational experience, the reputation of Northwest’s courses of study and degrees, and the university’s mission of ensuring student success—each of these depends on diffuse academic integrity.  Students bear the responsibility of performing with academic integrity in all academic situations. Students should be especially attentive to academic integrity whenever submitting academic work for evaluation, honors, or publication.  Students are responsible for understanding the eight areas of academic behavior which violate the Code of Academic Integrity: (1) knowingly obtaining unauthorized aid or information; (2) knowingly giving unauthorized aid or information; (3) committing plagiarism from written, electronic, or internet sources; (4) misrepresenting facts or data; (5) offering bribes; (6) using library resources unethically; (7) using computer resources unethically; and (8) knowingly assisting in any of the above practices.  Any student who violates the Code of Academic Integrity may receive a course-level sanction, such as failure of the course, and review by the Academic Integrity Panel at Northwest, which may recommend administrative sanctions, including dismissal from the university.  Please refer to the following link to view Northwest Missouri State University’s Code of Academic Integrity Policy:  <http://www.nwmissouri.edu/policies/academics/Academic-Integrity.pdf> | | |
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| **Administrative Drop:**  An instructor may administratively dropped a student from the course if the student has not met the prerequisite for the course as stated in the catalog or if the student failed to attend/log in to class without notifying the instructor. | | |
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| **University Communications:**  Students are required to use their Northwest student email account for any correspondence within the university. Students are also highly advised to check their email and CatPAWS accounts on a regular basis. | | |
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| **Special Accommodations Policy:**  Northwest Missouri State University complies with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990.  If a student has a disability that qualifies under the ADAAA and requires accommodations, he/she/they should contact the Office for Equity and Accessibility for information on appropriate policies and procedures. Disabilities covered by the ADA may include learning, psychiatric, physical disabilities, or chronic health disorders.  Students requiring special classroom accommodations should meet with me during office hours so that we can discuss how to meet your needs this semester. Prior to our meeting be sure you have met with Pat Wyatt in the Proctoring Center in OL 242 on the 2nd floor of Owens Library. You can also contact the office at 660.562.1639, or email at [pjp@nwmissouri.edu](mailto:pjp@nwmissouri.edu) or [ADA@nwmissouri.edu](mailto:ADA@nwmissouri.edu).  If you have been approved for an accommodation, if you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please inform me immediately. | | |
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| **Non-Discrimination and Anti-Harassment Policy**  Northwest Missouri State University (the “University”) is committed to maintaining an environment for all faculty, staff, students, and third parties that is free of illegal discrimination and harassment. In keeping with that policy, the University prohibits discrimination and harassment by or against any faculty, staff member, student, applicant for admissions or employment, customer, third-party supplier or any other person (collectively the “University Community”) because of their race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy, ancestry, age, disability, genetic information, veteran status, or any other legally-protected class (collectively “protected statuses”).  Please refer to the following link to view the Non-Discrimination and Anti-Harassment Policy <http://www.nwmissouri.edu/diversity/titlevi.htm> | | |
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| **Family Educational Rights and Privacy Act (FERPA) Policy**  The Family Educational Rights and Privacy Act of 1974, as amended (commonly known as the Buckley Amendment), is a federal law which provides that colleges and universities will maintain the confidentiality of student education records. Basically, the law says that no one outside the institution shall have access to your education records nor will the institution disclose any information from those records without your written consent. Northwest Missouri State University complies with FERPA, which also gives you certain rights with respect to your education records.  Please refer to the following link to view the Family Educational Rights and Privacy Act (FERPA) Policy: <http://www.nwmissouri.edu/policies/academics/Family-Educational-Rights-and-Privacy-Act.pdf> | | |