

# Course Description

The purpose of this course is to integrate freshman majors in Computer Science and Data Science into the department, help them adjust to university life, and assist in developing academic and intellectual survival skills.

# Learning Outcomes

By the end of the course, you will be able to:

1. Review and use information regarding Purdue University, the College of Science, and Department of Computer Science in order to enhance their student experience.
2. Recall and interpret information and resources related to academic planning in order to customize their future academic plans.
3. Recognize and articulate different aspects of their personality and life experiences in order to examine their personal development.

# How to Succeed in this Course

If you want to be a successful student:

* Be self-motivated and self-disciplined.
* Be willing to “speak up” if problems arise.
* Be willing and able to commit the necessary time outside of class in order to be successful.
* Be able to communicate through writing.
* Accept critical thinking and decision making as part of the learning process.

In contrast, here are some common behaviors that lead to failing the course.

* Wait until the last day to begin assignments or participate in discussions.
* Forget about deadlines.
* Ignore emails from the instructor and/or your peers regarding course activities.
* Don’t get familiar with the grade book and syllabus.

# Learning Resources, Technology, & Texts

* Additional Readings:
  + Readings and other resources will become available as we progress through the course as needed. Access to additional readings and resources will be located in the Brightspace course.
* Software/web resources:
  + Word Processor (i.e. MS Word); remember that [MS Office is free for all students](https://www.itap.purdue.edu/shopping/software/product/office365.html).
* Brightspace page:
  + You can access the course via [Brightspace](https://purdue.brightspace.com/d2l/login). It is strongly suggested that you explore and become familiar not only with the site navigation, but with content and resources available for this course.

# Course Logistics

* You are encouraged to visit our Brightspace page throughout the week as needed, as components and resources for each week will be ready for you to review in preparation for and/or reflect on after class starting the Monday of each week. In other words, our weeks will run from Monday to Sunday. Information will be posted for assignments (i.e. online activities, discussion starters, etc.) and deadlines for completion in Brightspace.
* The time zone for all assignment submissions will be based on Easter Standard Time (EST) for the due date listed in the course schedule.
* Deadlines are an unavoidable part of being a professional and this course is no exception. Course requirements must be completed and posted or submitted on or before the specified due date and delivery time deadline. Due dates and delivery time deadlines are defined as Eastern Standard Time (as used in West Lafayette, Indiana). To encourage you to stay on schedule, due dates have been established for each assignment; late assignments will be accepted for 50% if received within one week of the listed due date; assignments received more than one week late will receive 0 points.
* Assignments will be submitted using the assignment and your username as the file name, such as “Plan of Study-kim53.doc”. This will make it easier to manage assignment files.

# Assignments and Points

Your learning will be assessed through a combination of discussion posts, quizzes, assignments, project, reflections, and paper spread throughout the semester. Details on these assignments and exams, including rubrics to guide evaluation, and guidelines on discussion participation and evaluation will be posted on the course website.

|  |  |  |
| --- | --- | --- |
| Assignments | Due | Points |
| Discussion Posts | Weekly | 42 (6pts/post) |
| Syllabus Quiz | Sunday, September 6 @ 11:59pm EST | 5 |
| Academic Honesty Quiz | Sunday, October 4 @ 11:59pm EST | 10 |
| Learn to Be Pre-Test | Sunday, September 6 @ 11:59pm EST | 3 |
| Learn to Be Post-Test | Sunday, October 18 @ 11:59pm EST | 3 |
| Learn to Be Capstone Reflection | Sunday, October 18 @ 11:59pm EST | 12 |
| BEVI Inventory Assessment | Sunday, September 13 @ 11:59pm EST | 3 |
| Clifton STRENGTHS Assessment | Sunday, September 13 @ 11:59pm EST | 3 |
| BEVI Inventory Assignment | Sunday, October 4 @ 11:59pm EST | 6 |
| Clifton STRENGTHS Assignment | Sunday, October 4 @ 11:59pm EST | 6 |
| Behavioral Interview Preparation | Sunday, September 13 @ 11:59pm EST | 6 |
| Resume/Cover Letter | Sunday, September 13 @ 11:59pm EST | 6 |
| Career Fair Research | Sunday, September 13 @ 11:59pm EST | 6 |
| Plan of Study | Sunday, October 18 @ 11:59pm EST | 6 |
| Time Management Evaluation (Part 1) | Sunday, September 6 @ 11:59pm EST | 6 |
| Time Management Evaluation (Part 2) | Sunday, September 27 @ 11:59pm EST | 6 |
|  |  | Total: 129 |

# Missed or Late Work

Late assignments will be accepted for 50% if received within one week of the listed due date; assignments received more than one week late will receive 0 points.

# Grading Scale

This class is a Pass/No Pass course. In order to receive a ‘Pass’ the course, you will need to earn the at least 85% of the total points available in the course. You will accumulate points as described in the assignments portion above, with each assignment graded according to a rubric. At the end of the course, final grades will be calculated by adding the total points earned and translating your percentage to either into either Pass (85% and above) or No Pass (84% and lower). Your final percentage will round up to the next whole percent if it is 0.5% or higher; however, if it is 0.4% or lower it will not round up to the next whole percent (i.e. 84.5% will be considered a pass and 84.4% will be considered a No Pass).

# Incompletes

A grade of incomplete (I) will be given only in unusual circumstances. To receive an “I” grade, a written request must be submitted prior to October 16th, and approved by the instructor. The request must describe the circumstances, along with a proposed timeline for completing the course work. Submitting a request does not ensure that an incomplete grade will be granted. If granted, you will be required to fill out and sign an “Incomplete Contract” form that will be turned in with the course grades. Any requests made after the course is completed will not be considered for an incomplete grade.

# Course Schedule

|  |  |  |
| --- | --- | --- |
| **Week** | **Topic & Readings** | **Assignments Released** |
| Week 1 | *Course Overview and Policies* | *Discussion Post 1*  *Syllabus Quiz*  *Learn to Be Pre-Test Survey*  *BEVI Inventory Assessment*  *Clifton STRENGTHS Assessment*  *Time Management Evaluation Part 1* |
| Week 2 | *Resumes and Career Fair* | *Discussion Post 2*  *Behavioral Interview Preparation*  *Resume/Cover Letter*  *Career Fair Research* |
| Week 3 | *Academic Environment and Ethics* | *Discussion Post 3*  *Academic Honesty Quiz* |
| Week 4 | *Time Management* | *Discussion Post 4*  *Time Management Evaluation Part 2* |
| Week 5 | *Personal Development* | *Discussion Post 5*  *BEVI Inventory Assignment*  *Clifton STRENGTHS Assignment*  *Learn to Be Capstone Reflection*  *Learn to Be Post-Test Survey* |
| Week 6 | *Bias Training* | *Discussion Post 6*  *Bias Reflection* |
| Week 7 | *Plan of Study & Degree Requirements* | *Discussion Post 7*  *Plan of Study* |
| Week 8 | *Course Wrap-up* |  |

\* Assignments will be due the following week unless otherwise indicated in Brightspace. Schedule and assignments subject to change. Any changes will be posted in Brightspace.

# Attendance Policy

Students are expected to be present for every meeting of the classes in which they are enrolled. However, if you find yourself feeling ill, email the instructor and do not attend class. There will be availability to view the course via BoilerCast after that week’s class has concluded. It will be expected that students review the BoilerCast from when the missed to be able to keep up the work required in the course. If a student has, a conflict or absences can be anticipated, such as for many University sponsored activities and religious observations, the student should inform the instructor of the situation as far in advance as possible. For unanticipated or emergency absences when advance notification to an instructor is not possible, the student should contact the instructor as soon as possible by email or phone. When the student is unable to make direct contact with the instructor and is unable to leave word with the instructor’s department because of circumstances beyond the student’s control, and in cases of bereavement, the student or the student’s representative should contact the Office of the Dean of Students via [email](mailto:odos@purdue.edu%20?subject=Student%20Bereavement%20Needs) or phone at 765-494-1747.

# Academic Integrity

*Academic integrity is one of the highest values that Purdue University holds. Individuals are encouraged to alert university officials to potential breaches of this value by either* [*emailing*](mailto:integrity@purdue.edu?subject=Academic%20Integrity%20Issue) *or by calling 765-494-8778.  While information may be submitted anonymously, the more information that is submitted provides the greatest opportunity for the university to investigate the concern.*

*The Honor Pledge Task Force, a student organization responsible for stewarding the mission of the Honor Pledge and encouraging a culture of academic integrity, asks all instructors to prominently include the student-initiated Purdue Honor Pledge on their syllabus, as well as exams and key assignments:*

The [Purdue Honor Pledge](https://www.purdue.edu/odos/osrr/honor-pledge/about.html) “As a boilermaker pursuing academic excellence, I pledge to be honest and true in all that I do. Accountable together - we are Purdue"

*Purdue's* [*student guide for academic integrity*](https://www.purdue.edu/odos/osrr/academic-integrity/index.html)*.*

# Nondiscrimination Statement

*Purdue University is committed to maintaining a community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. The University believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life.* [*Link to Purdue’s nondiscrimination policy statement*](http://www.purdue.edu/purdue/ea_eou_statement.html)*.*

# Students with Disabilities

Purdue University strives to make learning experiences as accessible as possible. If you anticipate or experience physical or academic barriers based on disability, you are welcome to let me know so that we can discuss options. You are also encouraged to contact the Disability Resource Center at: [**drc@purdue.edu**](mailto:drc@purdue.edu) or by phone: 765-494-1247.

*Purdue has assistance available to help you make learning materials accessible. Some examples include:*

* *Information on* [*Universal Design for Learning*](https://www.purdue.edu/innovativelearning/accessibility/universal-design-and-accessibility.aspx)
* *Guidance on* [*creating accessible documents*](https://www.purdue.edu/innovativelearning/accessibility/accessible-documents.aspx)

# Emergency Preparation

In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances beyond the instructor’s control. Relevant changes to this course will be posted onto the course website or can be obtained by contacting the instructors or TAs via email or phone. You are expected to read your @purdue.edu email on a frequent basis.

*Guidelines regarding ensuring access to emergency information:*

* *Keep your cell phone on to receive a Purdue ALERT text message.*
* *Log into a Purdue computer connected to the network to receive any Desktop Popup Alerts.*
* *If you have a “no cell phone” in class policy allow one or two students who have signed up for Purdue ALERT to keep their phones on to receive any alerts*

# Mental Health Statement

* **If you find yourself beginning to feel some stress, anxiety and/or feeling slightly overwhelmed, try** [**WellTrack**](https://purdue.welltrack.com/)**.** Sign in and find information and tools at your fingertips, available to you at any time.
* **If you need support and information about options and resources**, please see the [Office of the Dean of Students](http://www.purdue.edu/odos) for drop-in hours (M-F, 8 am- 5 pm).
* **If you’re struggling and need mental health services**: Purdue University is committed to advancing the mental health and well-being of its students. If you or someone you know is feeling overwhelmed, depressed, and/or in need of mental health support, services are available. For help, such individuals should contact [Counseling and Psychological Services (CAPS)](https://www.purdue.edu/caps/) at 765-494-6995 during and after hours, on weekends and holidays, or by going to the CAPS office of the second floor of the Purdue University Student Health Center (PUSH) during business hours.

# Basic Needs Security

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. There is no appointment needed and Student Support Services is available to serve students from 8:00 – 5:00, Monday through Friday. *In spring 2020, ODOS updated its website to include more details on its Critical Need Fund related to COVID-19. If you are teaching under COVID-19 restrictions, you might include the following.* Considering the significant disruptions caused by the current global crisis as it related to COVID-19, students may submit requests for emergency funds. Click [here](https://www.purdue.edu/odos/resources/critical-need-fund.html) for details and the request form.

* [*ODOS overall resources portal*](https://www.purdue.edu/odos/resources/index.html)*.*
* [*Student of concern reporting*](https://www.purdue.edu/studentconcernform) *(anyone on campus can submit a report if they are unsure where to go or in what way they can help a student - it does not need to be an emergency).*
* *The* [*ACE Campus Food Pantry*](https://www.purdue.edu/vpsl/leadership/About/ACE_Campus_Pantry.html) *(open to the entire Purdue community):*

# Netiquette

Your instructor and fellow students wish to foster a safe online learning environment. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse. You are encouraged to comment, question, or critique an idea, but you are not to attack an individual. Our differences, some of which are outlined in the University's nondiscrimination statement below, will add richness to this learning experience. Please consider that sarcasm and humor can be misconstrued in online interactions and generate unintended disruptions. Working as a community of learners, we can build a polite and respectful course ambience. Please read the Netiquette rules for this course:

* Do not dominate any discussion. Give other students the opportunity to join in the discussion.
* Do not use offensive language. Present ideas appropriately.
* Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting.
* Avoid using vernacular and/or slang language. This could possibly lead to misinterpretation.
* Keep an “open-mind” and be willing to express even your minority opinion.
* Think and edit before you push the “Send” button.
* Do not hesitate to ask for feedback.

# Violent Behavior Policy

Purdue University is committed to providing a safe and secure campus environment for members of the university community. Purdue strives to create an educational environment for students and a work environment for employees that promote educational and career goals. Violent Behavior impedes such goals. Therefore, Violent Behavior is prohibited in or on any University Facility or while participating in any university activity.

See the [University’s full violent behavior policy](https://www.purdue.edu/policies/facilities-safety/iva3.html) for more detail.

# Diversity and Inclusion Statement

**In our discussions, structured and unstructured, we will explore a variety of challenging issues, which can help us enhance our understanding of different experiences and perspectives. This can be challenging, but in overcoming these challenges we find the greatest rewards. While we will design guidelines as a group, everyone should remember the following points:**

* **We are all in the process of learning about others and their experiences. Please speak with me, anonymously if needed, if something has made you uncomfortable.**
* **Intention and impact are not always aligned, and we should respect the impact something may have on someone even if it was not the speaker’s intention.**
* **We all come to the class with a variety of experiences and a range of expertise, we should respect these in others while critically examining them in ourselves.**

# Student Help and Success

*These resources are also in our Brightspace page (under the Student Help and Success content), but these are other important student resource contacts to remember.*

* [*Registrar*](https://www.purdue.edu/registrar/contact/index.html)
* [*Division of Financial Aid*](https://www.purdue.edu/dfa/contact/index.html)
* [*Academic Advising*](https://www.purdue.edu/science/Current_Students/advising/advisors.html)
* [*Veterans Success Center*](https://www.purdue.edu/veterans/contact/index.html)
* [*Student Employment*](https://www.purdue.edu/studentemployment/site/)
* [*Center for Career Opportunities*](https://www.cco.purdue.edu/)*.*

# Course Evaluation

During the last week of the course, you will be provided with an opportunity to evaluate this course and your instructor. Purdue uses an online course evaluation system. You will receive an official email from evaluation administrators with a link to the online evaluation site. You will have up to two weeks to complete this evaluation. Your participation is an integral part of this course, and your feedback is vital to improving education at Purdue University. I strongly urge you to participate in the evaluation system. We will also have a topical evaluation in class for students to evaluate the course topics the last day of class.

# Disclaimer

*Aspects of the course and syllabus is subject to change. Students will be notified in Brightspace and via email of course/syllabus changes.*