CptS/EE 302 Syllabus, v1.2, 8.23.22

Instructor Information

Instructor: Shira L. Broschat
Office: EME 223
Email: shira@wsu.edu
Phone: 509.335.5693
OH: MW 3:10 – 4:00 pm (Spark 218), Th 5:00 – 6:00 pm (Zoom only)

Teaching Assistant Information (see Canvas Modules for office hours)

TAs: Logan Foster, logan.foster@wsu.edu
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Course Information

Course: CptS/EE 302 [3 credits], Professional Skills in Computing and Engineering

Catalog description: Foundation in computing and engineering professional development.

Prerequisites: CptS 122/132 or CptS 121/131 and EE 261, EECS or data analytics major or minor, junior standing

Lecture Time and Location: TuTh 1:30 pm – 2:45 pm, Spark 227

Grading:

Attendance/Participation (iClicker)	12%
PM Homework	9%
Ethics Homework	20%
PSD Midterm	25%
GCS-PM Plan	9%
GCS Initial Report	5%
GCS Final Report	20%

Letter grades will be assigned as follows:

95-100:   A
90-94:   A-
88-89:   B+
85-87:   B
80-84:   B-
78-79:   C+
75-77:   C
70-74:   C-
60-69:   D
< 60:   F

Much of your grade will depend on teamwork, either directly or indirectly. Teams will consist of 6 members (5 in some cases), and all members must have the same major. Your GCS final report will be weighted by the average of evaluations by your teammates. You may form teams right away!

Coursework:

- Attendance/Participation: iClicker polling will be conducted throughout each lecture and at the beginning and end of guest talks. To earn credit, you must answer all questions. *Three dropped scores will be provided in recognition that "life happens." If you miss class because you're sick, you must attend a required sporting event, you have a court date, you're having car trouble, or for countless other reasons, you're only entitled to these three drops and no additional ones.* Please see me for extenuating circumstances. Note: Do not use the app from another location, i.e., you're not in class, because this is cheating (earning points for something you haven't done) which is a violation of academic integrity. If you're caught doing this (attendance will be taken randomly), you will receive a zero for your overall Attendance/Participation score, and you will be reported to the Center for Community Standards. I also reserve the right to fail you.
- PM Homework: There will be three project management assignments which will be due before 11:59 pm on the date provided. The third one requires you to have several WSU students sign up for Asana, but they don't have to be on your team. Late homework won't be accepted.
- Ethics Homework: There will be eleven ethics assignments which will be due before 1:00 pm on most days we have an ethics lecture. This is before the start of class! Late homework won't be accepted.
- Professional Skills Discussion (PSD): This is an online discussion with your team. In some sense it's a team effort, but you will be graded individually.
- GCS-PM Plan: You'll work as a team to complete a project management plan on Asana for your group case study (GCS) project. You'll be graded as a team!
- Group Case Study (GCS) Project: This project is a team effort which requires research and a report written as a team. Writing support is available through the Writing Center, and there's a link in Canvas in the Useful Links module to the Writing Center. You should take advantage of this. You'll be graded as a team for the final report, but your individual grade will be weighted by the average of teammate evaluations.

Make-up Exams and Homework: Due to the nature of the exams in this course, there will be no make-up exams (the GCS final report will be used in lieu of a final exam). Late homework is not accepted. However, please contact me if there are extenuating circumstances.

Textbooks (optional): *Ethics and Technology*, 5th edition, H.T. Tavani, Wiley, Hoboken, NY 2016. *Successful Project Management*, 7th edition, J. Gido, J.P. Clements, and R. Baker, Cengage, Stamford, CT 2018.

iClicker Student subscription or iClicker 2 (required): Subscribe, register your remote, or use your access code from the link provided at CptS 111 in Canvas under Useful Links in Modules (6-month subscription is $15.99). *iClicker polling will start Tuesday, 8.30.22.* If you can't find a grade in Canvas for the polling, then check the Student Guide link under Useful Links in Canvas. If all else fails, send email to iClicker support. *If you have an iClicker remote, press and hold the power button and set the frequency to AD.*

Project Libre: We'll be using Project Libre for this course which is available for Windows, macOS, and Linux operating systems.

Learning Management System: We'll use Canvas for almost everything this semester. Please check it regularly for announcements.

Expectations for Student Effort: As with most 3-credit undergraduate courses, you're expected to spend an *average* of 10 hours per week on this course, including attending lectures. Some weeks will require less effort, but some will require more.

ABET Learning Outcomes:
3. An ability to communicate effectively with a range of audiences in a variety of professional contexts.
4. An ability to recognize ethical and professional responsibilities in engineering and computing situations and make informed judgments based on legal and ethical principles and with consideration of global, economic, environmental, and societal impacts.
7. An ability to acquire and apply new knowledge as needed, using appropriate learning strategies.

Learning outcomes will be assessed using homework, the PSD, the GCS-PM plan, and the GCS project.

Contesting Grades: See your TA or me ***within a week*** if you have a problem with a grade. Be sure to check your grades in Canvas often.

Course Schedule: For weekly details, please see the schedule in the Useful Information module in Canvas. All lecture slides will be posted after class, and talk slides will be posted if they're available.

Free Tutoring: Free tutoring for CptS/EE 302 is available at the VCEA Tutoring Center.

Quinncia: Engr 120 and CptS/EE 302 have been chosen to pilot a possible adoption by VCEA, and I hope you'll take advantage of it. Here's the syllabus insert they sent for us to use.

Would you feel prepared if you landed an interview for your dream job? Receiving a job offer requires a lot more effort than just finding the job. You have to understand both your hard and soft skills and learn how to highlight them effectively in your resume and interview.

1. Resume Enhancements
   You can upload your resume for review as many times as you would like on Quinncia! Quinn will analyze the content and formatting of your resume and provide detailed feedback (slb: analysis is supposed to be complete in 90 s). You will learn resume writing best practices that will help you increase your chances of landing your dream job or internship. Our resume analysis will help you draft, finalize, and improve your resume!

2. Tailored Mock Interviews
   With Quinncia, you can schedule an unlimited number of mock AI interviews to help you prepare for the real thing! Quinn will ask you questions tailored to your major, industry of choice, and experiences on your resume. She can also analyze you content, micro-expressions, eye contact, words per minute, level of enthusiasm, and more! Our mock interviews will help you strengthen your interviewing skills (slb: analysis is supposed to be complete in about 15 minutes; you'll receive an email with a link to the analysis when it's complete).

3. Personalized Engagement Tools
   Quinn also provides you with the necessary tools to be successful. You can access how-to videos, PDFs, and mock interviews that teach you everything you need to know to perform well. You will also have unlimited access to our Need Help button containing countless support doeuments.

Engage with Quinn to prepare. Enhance and highlight your skills. Elevate your career opportunities. Visit our website today! For help, send email to Quinncia.

Course Policies and Expectations and More Information

Email: The TAs and I will use your WSU email addresses or Canvas Announcements when communicating with the entire class so be sure to check these on a regular basis.

Academic Integrity Policy: All members of the university community share responsibility for maintaining and promoting the principles of integrity in all activities, including academic integrity and honest scholarship. Students are responsible for understanding the full Academic Integrity Policy.

Students who violate WSU's Academic Integrity Policy (identified in WAC 504-26-010(3) and -404) will receive one warning and a zero on the assignment. If there is a second violation, the student will fail the course, will not have the option to withdraw from the course pending an appeal, and will be reported to the Center for Community Standards. If you have any questions about what is and is not allowed in this course, ask me. Ignorance isn't a valid excuse. Also, it doesn't matter if you're the one who does the work and shares it with others. All participants are considered to have cheated.

Discrimination and Harassment: Discrimination, including discriminatory harassment, sexual harassment, and sexual misconduct (including stalking, intimate partner violence, and sexual violence) is prohibited at WSU (see WSU Policy Prohibiting Discrimination and Harassment (Executive Policy 15) and WSU Standards of Conduct for Students). If you feel you have experienced or have witnessed discriminatory conduct, you can contact the WSU Office of Compliance and Civil Rights (CCR) and/or the WSU Title IX Coordinator at 509.335.8288 to discuss resources, including confidential resources, and reporting options. For more information, go to https://ccr.wsu.edu.

Students with a Documented Disability or Chronic Medical Condition: Reasonable accommodations are available for students with documented disabilities or chronic medical or psychological conditions. If you have such a condition and need accommodations to fully participate in this class, please visit the Access Center website to follow published procedures to request accommodations. Students may also schedule an appointment with a Disability Specialist by email or phone 509.335.3417. All disability related accommodations are to be approved through the Access Center. It is a university expectation that students connect with instructors (via email, Zoom, or in person) to discuss logistics within two weeks after they have officially requested their accommodations.

Accommodation for Religious Observances or Activities: Washington State University reasonably accommodates absences allowing for students to take holidays for reasons of faith or conscience or organized activities conducted under the auspices of a religious denomination, church, or religious organization. Reasonable accommodation requires the student to coordinate with the instructor on scheduling examinations or other activities necessary for course completion. Students requesting accommodation must provide written notification within the first two weeks of the beginning of the course and include specific dates for absences. Approved accommodations for absences will not adversely impact student grades. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Students who feel they have been treated unfairly in terms of this accommodation may refer to Academic Regulation 104 – Academic Complaint Procedures.

Safety and Emergency Notification: Classroom and campus safety are of paramount importance at Washington State University and are the shared responsibility of the entire campus population. WSU urges students to follow the "Alert, Assess, Act," protocol for all types of emergencies and the "Run, Hide, Fight" response for an active shooter incident. Remain ALERT (through direct observation or emergency notification), ASSESS your specific situation, and ACT in the most appropriate way to assure your own safety (and the safety of others if you are able). Please sign up for emergency alerts on your account at myWSU. For more information on this subject, campus safety, and related topics, please view the FBI's Run-Hide-Fight video and visit the WSU safety plan. Full details can be found at provost.wsu.edu/classroom-safety/.

Class Recordings: We will use technology for virtual meetings and/or recordings in this course. Our use of such technology is governed by FERPA, WSU's Electronic Communication Policy, and WSU's Student Code of Conduct. A record of all meetings and recordings is kept and stored by WSU, in accordance with WSU's Executive Policies and FERPA. I will not share recordings of your class activities outside of course participants, which includes your classmates, TAs, and/or other instructional

partners engaged with this course. <mark>You may not share recordings with individuals outside of this course. Doing so may result in disciplinary action.</mark>

Lauren's Promise: I will listen and believe you if someone is threatening you.

Lauren McCluskey, a 21-year-old honors student athlete, was murdered on Oct. 22, 2018, on the University of Utah campus by a man she briefly dated. We must all take actions to ensure that this never happens again.

If you are in immediate danger, call 911.

If you are experiencing sexual assault, domestic violence, or stalking, please report it to me and I will connect you to resources or call Alternatives to Violence of the Palouse at 877.334.2887 (24-hour crisis hotline).

Any form of sexual harassment or violence will not be excused or tolerated at Washington State University. WSU has instituted procedures to respond to violations of these laws and standards, programs aimed at the prevention of such conduct, and intervention on behalf of the victims.
WSU Police officers will treat victims of sexual assault, domestic violence, and stalking with respect and dignity. Confidentiality is of the utmost importance, and WSU Police will assist by providing resources to victims. In addition to its law enforcement efforts regarding sexual assault, domestic violence, and stalking, WSU Police refer victims to the appropriate university and/or local community counseling and other resources devoted to assisting victims.

Advocates help survivors determine their own needs regarding their physical and emotional health, reporting options, and academic concerns. They connect survivors to campus and community services, and provide accompaniment to important appointments (court, hospital, and police) and support throughout the process. WSUPD can also connect you with advocacy services, if desired. The local advocacy group is Alternatives to Violence of the Palouse, whose services are free, immediate, and confidential.

Other confidential resources include WSU Counseling and Psychological Services. If you would like to speak with a counselor after business hours, WSUPD can contact the on-call counselor and have them call you directly, or a crisis telephone number is provided. Information shared with the counselor will not be provided to WSUPD without expressed permission from you.

<mark>**WSU Counseling and Psychological Services: 509.335.2159** (crisis services line)</mark>

A Final Word of Advice

Stay on top of things! The material in this course isn't difficult, but there are a significant number of assignments which aren't equally distributed.