

## Fall 2023 Computer Science Undergraduate Co-op Seminar (CSCI-99.01 and .02)

Instructor	Email	Location	Office Hours
Anna Lombard, Career Services Coordinator, Office of Career Services and Co-op Education	ayloce@rit.edu	In-person & online by appointment	Schedule appointment through Career Connect <a href="http://www.rit.edu/careerservices">www.rit.edu/careerservices</a>

**Class Times and Locations (IN PERSON, except week 4, possibly week 6, which will be virtual):**

**Section 01: Tuesdays, 9:30 am-10:20 AM, Golisano GOL 1400 (Auditorium)**

**Section 02: Wednesdays, 10:00-10:50 AM, Golisano GOL 1400 (Auditorium)**

### Course Description

This seminar helps students prepare for Computer Science cooperative education employment ("co-op") by developing job search strategies and materials, and reviewing relevant policies. Students are introduced to RIT's Office of Career Services and Cooperative Education, and learn about professional and ethical responsibilities for their co-op and subsequent professional experiences. Completion of this seminar and the related assignments are required before a Computer Science student can be registered for co-op.

### Learning Outcomes

Students will be able to:

- Create a high-quality resume
- Apply interviewing best practices and learn resources for improving skills
- Articulate networking strategy and identify potential network contacts
- Describe professional and ethical standards and discuss scenarios related to work place situations
- Develop strategies for job search techniques by:
  1. Researching and targeting employers
  2. Utilizing digital tools to use in their job search process (Career Connect, LinkedIn)
  3. Identifying viable co-op opportunities

### Time

To succeed in this course, plan to spend 60 minutes each week:

- Reviewing course content posted in MyCourses
- Engaging in activities to practice skills learned
- Completing homework assignments
- Until you secure a co-op, you should be ACTIVELY searching for co-op employment by applying to openings on Career Connect, Handshake, company websites, attending Career Fair, employer information sessions and meeting with Career Services Coordinator, if needed.

### Expectations

Engage in the material, participate in discussions with other students and the instructor, and complete all required deliverables, quizzes and assignments. We have found that students who engage are more prepared for their job search. However, the information shared in this class is

just the “tip of the iceberg” compared to the amount of time, energy, and work you’ll need to devote for your internship/co-op/full time job search. Searching for a co-op is a part-time job in itself. This course will prepare you for your search.

### Tools

You will use **MyCourses** to upload assignments. Class will convene in person, except where noted.

### Grading

To pass this course, you must:

1. Attend all classes (Attendance required, sign in during lecture).
2. Submit all assignments to MyCourses.
3. Finalize an acceptable resume incorporating feedback provided.

### Course Schedule and Topics (Subject to change—updates will be posted in MyCourses)

Week/TUES/WED Dates	Topics
1) Aug 29 & 30	Introduction to Career Services (on own), Overview of Co-op, Career Connect, Resume
2) Sept 5 & 6	Resume Writing and Cover Letters, Job Search Strategies, Career Fair Preparation (Paul W. from Carrier co-teaches)
3) Sept 12 & 13	Introduction to Interviewing and Elevator Pitch (Paul W. from Carrier co-teaches)
4) Sept 19 & 20	Employer Panel: AMA What Employers Expect NOTE THIS CLASS IS VIRTUAL, ATTENDANCE REQUIRED, CAMERAS ON Zoom: <a href="https://rit.zoom.us/my/ayloce">https://rit.zoom.us/my/ayloce</a>
5) NO CLASS	CAREER FAIR WEEK NO CLASS—ATTEND FAIR IF SEEKING CO-OP. Bring resumes and dress for success.
6) Oct 3 & 4	Technical Interviews
7) NO CLASSES	FALL BREAK
8) Oct 17 & 18	Networking, LinkedIn, Informational Interviews, Tigers Connect
9) Oct 24 & 25	Red Light/Green light interactive session
10) Oct 31 & Nov 1	Ethics
11) Nov 7 & 8	Simone Center visit; CS: Steve Jacobs about Open@RIT
12) Nov 14 & 15	Student Co-op Panel: AMA Co-op Job Search and Success on the Job

## Assignments (Subject to change—updates will be posted in MyCourses)

Assignment	Due Date	Description
Career Connect Agreement	Class 1	Sign off on agreement in Career Connect
Resume & Self-Graded Checklist	Class 2-3	Submit to MyCourses assignments folder. Resubmit with corrections if needed.
Ethics assignment	Class 9	Submit in MyCourses

**Attendance:** Attendance is mandatory—students will sign in at every class. It is the student's responsibility to reach out to the instructor regarding absences in advance whenever possible.

## Medical, Personal or Family Emergencies

If a more long-term emergency arises that interferes with your ability to complete work in this class, please arrange to meet remotely with me as soon as possible, but at the very least drop me an email message to let me know that you are facing a problem.

## Contact Policy and Preferences: Email

In an effort to prepare you for the professional world, I will NOT respond to emails that are not written in a professional manner. Email messages that resemble text messages to your closest friends will not be answered. Emails to professors, staff, or potential employers should always include the following:

- A subject line summarizing the content of your email (e.g., CSCI 99.01 Resume Assignment)
- Salutation/to line: address your emails professionally by using prefixes such as Prof., Dr., or their names (e.g., Dear Ms. Lombard,)
- Class reference: which class are you inquiring about? Many professors/staff/supervisors work with many students
- Your questions, statements, or concerns written in comprehensible English. Please do not use casual abbreviations (e.g., LOL, BRB, etc.)
- Use a professional signature at the end of your emails. You can create a signature in your email client.

For example:

**John Smith, BS Computer Science, May 2024**

**Rochester Institute of Technology**

**john.smith@rit.edu | 555-555-5555 | <https://www.linkedin.com/in/johnqsmith>**

Individual appointments may be scheduled by logging into RIT Career Connect (<https://rit-csm.symplicity.com/students>) to view my availability.

## Policy Prohibiting Discrimination and Harassment/ Title IX Reporting

RIT is committed to providing a safe learning environment, free of harassment and discrimination as articulated in our university policies located on our governance website. RIT's policies require faculty to share information about incidents of gender-based discrimination and harassment with RIT's Title IX coordinator or deputy coordinators, regardless whether the incidents are stated to them in person or shared by students as part of their coursework.

## Academic Honesty

It is a shame that this must be stated at all, but there are always a few students who do not abide by the rules of proper academic conduct. Complete policy details regarding classroom conduct and breaches of academic integrity (including cheating, duplicate submission, and

plagiarism) can be found at: <https://www.rit.edu/twc/academicintegrity/> Please read and be aware of the consequences. Claiming that you are not aware of these policies is not a valid excuse.

AI tools can aid writers, but should amplify human creativity, not replace it. Developing a unique writing style takes time, shaping your voice. AI's support is valuable when properly attributed. Adhering to guidelines, cautious use and proper citation of tools like chatGPT are essential. AI is supplementary, not a replacement, for independent thought. Our priority is cultivating writing, analytical, and critical thinking skills. Assignments must reflect personal skill growth; AI-generated work, hindering learning, is prohibited as plagiarism.

In this course, students are encouraged to utilize AI platforms for various aspects of their assignments and projects. AI can be used for tasks such as resume and cover letter writing, networking and interviewing. However, it is imperative that any content generated by AI is clearly identified by students when submitting their work. To achieve this, students should employ methods like using a distinct font color for AI-generated portions within their essays. These guidelines are in accordance with RIT policies pertaining to the use of ChatGPT and other Generative AI tools (GAI).

### Success and Personal Wellbeing

Success in this course depends heavily on your personal health and wellbeing. Recognize that stress is an expected part of the college experience, and it often can be compounded by unexpected setbacks or life changes outside the classroom. Your other instructors and I strongly encourage you to reframe challenges as an unavoidable pathway to success. Reflect on your role in taking care of yourself throughout the term, before the demands of exams and projects reach their peak. Please feel free to reach out to me via email about any difficulty you may be having that may impact your performance in this course as soon as it occurs and before it becomes unmanageable. In addition to your academic advisor, I strongly encourage you to contact the many [other support services on campus](#) that stand ready to assist you.

### RIT's confidential resources on campus

If you have a concern related to gender-based discrimination and/or harassment and prefer to have a confidential discussion, assistance is available from one of RIT's confidential resources on campus.

**RIT Student Health Center** — 585-475-2255, [studenthealth@rit.edu](mailto:studenthealth@rit.edu) August Health Center 1<sup>st</sup> floor

**RIT Counseling Center**— 585-475-2261 August Health Center 2<sup>nd</sup> floor

**Center for Women and Gender** — 585-475-2141 Campus Center room 1774

**The OMBUDS Office** — 585-475-7200 [ombudsask@rit.edu](mailto:ombudsask@rit.edu) SAU Room 1110

**The Center for Religious Life**— 585-475-5932 [srl@rit.edu](mailto:srl@rit.edu) Schmitt Interfaith Center

**NTID Counseling & Academic Advising Services** — 585-475-6468 Lynden B Johnson 2<sup>nd</sup> floor

**Q-Center** — 585-475-6355 [qcenter@rit.edu](mailto:qcenter@rit.edu) SAU / 04 A530

### Other Resources:

**Bern's Closet** — 585-475-6546 [diversity@rit.edu](mailto:diversity@rit.edu) [Bern's Closet | Diversity and Inclusion | RIT](#)

- a. Bern's Closet offers RIT students much-needed clothing items, generously donated by RIT staff, faculty, and Greater Rochester community members, with the goal for students to leave with a professional looking outfit—at no cost—to wear for the Career Fair and beyond.
- b. Open Locations:

- i. Yearly at the RIT Foodshare location: 113 Riverknoll  
(585-475-6333)

- ii. Multicultural Center for Academic Success, Student Alumni Union,  
2<sup>nd</sup> floor suite 2300 (585-475-3001)
- iii. MOSAIC Center Student Alumni Union Room 2510  
(585-475-6444)

AYL 8.25.2023