CSCI 4600: Senior Seminar
Fall 2020 Syllabus

Instructor: Dr. Vincent A. Cicirello   **Office:** G116
E-mail (course related): Use course Blackboard Course Messages tool.   **Phone (office):** x3526
E-mail (other than this course): See campus directory for address.

Course Time and Location: The course is **Online (Synchronous)**. However, we will only be using some of the scheduled Tuesday meeting times for synchronous class sessions. There is a list later in the syllabus of the specific dates. On the specific dates identified, you are required to attend via Zoom at the scheduled class time, **Tuesday 12:30pm-2:20pm**. I will post a link to Zoom for this in Blackboard. You should log into Zoom using your Stockton account (stockton.zoom.us), and you should display your real name. I won't know to let you in from the "waiting room" otherwise. Take note of the portion of your overall grade that comes from participation and attendance. If you don't attend each of these synchronous meetings in their entirety, you will lose part of your participation/attendance grade.

Office Hours: Zoom by appointment (contact me via Blackboard Course Messages tool).
- The reduced room capacity to account for social distancing during the pandemic for my office is 1 (i.e., if I'm in there, nobody else is allowed to be). So I'm not allowed to meet with you there.
- If the reason for meeting with me is something general enough to be relevant to the class as a whole, then consider posting it within Blackboard on the class discussion board. Questions posted there will be answered in one of two ways: (1) as a response within the discussion board if it is possible to do so, or (2) as a video response to the class if text in a discussion thread isn't feasible. And if that still doesn't handle your question, then definitely schedule virtual office hours as follows.
- **Scheduling Virtual Office Hours**: Since office hours will be virtual via Zoom, I'm not setting specific days/times. Just send me a message via the Course Messages tool in Blackboard. For simple issues, we might be able to simply interact that way. But if you want to "meet" via Zoom include some suggested days/times (multiple options preferably) in your message, and I will either pick one or I'll suggest some alternatives if your requested days/times conflict with my schedule. Note: I won't meet on weekends or holidays, or after 4:30pm (I often have regular meetings for committees, etc at 4:30, and I don't work in the evening). My preference for meetings with students is between 10am and 2pm, but can be available outside that time window if necessary.
- You can call my office phone. I will be there some days/times, and even if I'm not, I will get any voicemail you might leave. Although if I don't answer when you call, you will likely get a quicker response if you send me a message in Blackboard.

Electronic Communications:
- **Discussion Forum:** I've set up a threaded discussion forum within Blackboard. If you have any general questions about course content, homework, quizzes, etc, feel free to post in that forum. You can also feel free to discuss course related topics with your classmates there as well. There are no requirements to post in the discussion. It is there as an additional way to communicate with your classmates, and me. If someone posts a question about something, and you happen to see it before I do and think you know how to answer, you can even answer each other's questions there. **Rule 1:** You are not allowed to post your answers to quiz questions, or the questions themselves (other students may not have taken it yet, etc). **Rule 2:** You are not allowed to post your own personal grade details (this should be obvious since the entire class can read the contents of the discussion forum). **Rule 3:** You must be respectful with each other (this should also be obvious).
- **Course Messages:** If you do have something specific to you (e.g., your grades, or if you want to set up an office hours appointment), then use the "Course Messages" link in Blackboard.

- **My Response Time:** If you post in the Discussion Forum and your post is something that I must respond to, or if you send me a direct message in Course Messages, I will respond no later than 11:59pm the next weekday. E.g., if you post/message anytime on Monday, I will reply by 11:59pm on Tuesday night, or if you post/message anytime on Friday, Saturday, or Sunday, I will respond no later than 11:59pm on Monday night. Thanksgiving and the Friday following Thanksgiving are treated like weekend days. I'm also highly unlikely to respond on the two precepting days.

Pre-reqs: Minimum grade of C in the following CSCI 3103, CSCI 3250, CSCI 2226, and MATH 2216.

Restrictions: Juniors/Seniors only, and (CSCI majors or CSIS majors)

Number of Credits: 2

Course Description: In this seminar, computer science majors learn to evaluate the impact of current computing practice and trends; and gain an understanding of professional, ethical, and legal responsibilities. Students read and report on articles from the computing literature, and also develop a professional resume.

This course fulfills Stockton University's Values/Ethics (V) requirement.

Computer Science Student Outcomes: This course supports students in their development of the following Computer Science student outcomes:
- Outcome 3: An ability to communicate effectively in a variety of professional contexts.
    - 3.b: Students will create and present oral technical presentations.
    - 3.c: Students will write technical reports on a current computing topic.
- Outcome 4: An ability to recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.
    - 4.a: Students will know the ACM Code of Ethics and Professional Conduct.
    - 4.b: Students will evaluate case studies of ethical dilemmas in computing.
    - 4.c: Students will demonstrate understanding of intellectual property issues.

Course IDEA Objectives: The IDEA objectives of this course include:
- Gaining a basic understanding of the subject (e.g., ACM Code of Ethics, introduction to intellectual property laws and issues, etc).
- Developing skill in expressing myself orally or in writing (e.g., writing and presenting on a current computing topic).
- Learning how to find, evaluate, and use resources to explore a topic in depth.
- Developing ethical reasoning and/or ethical decision making.
- Learning to analyze and critically evaluate ideas, arguments, and points of view.

Required Readings:
- ACM Code of Ethics and Professional Conduct (https://www.acm.org/binaries/content/assets/about/acm-code-of-ethics-and-professional-conduct.pdf)
- Journal articles and conference papers
- Computing ethics case studies

Other Requirement: You need to have a webcam and must install the Respondus Lockdown Browser. This will be used to proctor online quizzes (see details later in syllabus). You might be able to borrow a webcam from Stockton's IT Services department if your computer doesn't have one built in, and if you don't want to purchase one.

Grading:
Attendance / participation:	15%
Quiz on Ethics (2 parts combined):	12.5%
Quiz on Intellectual Property, License Agreements, etc:	12.5%
Annotated bibliography:	25%
Presentation:	20%
Professional resume:	15%

Grading Scale:

A: at least 90.00	A-: at least 89.00	B+: at least 88.00
B: at least 80.00	B-: at least 79.00	C+: at least 78.00
C: at least 70.00	C-: at least 69.00	D+: at least 68.00
D: at least 60.00	D-: at least 59.00	F: less than 59.00

I reserve the right to adjust the scale at the very end of the semester. Such adjustments are rare, but will only be in your favor; and are highly unlikely to occur at the D-/F boundary. Note the 2 decimal places in the chart above (i.e., I do not round to the nearest whole number): e.g., unless I adjust the grade scale, an 89.99 is an A-, etc. If I adjust the scale, it is done using a semi-automated approach involving clustering (i.e., "automated" == a program I wrote suggests a new scale based on all of the grades of the class; "semi-" == if that program's output is crazy, I ignore it and leave the scale alone; and "clustering" == a statistical technique). I never simply add a constant number of points to everyone's overall course score.

Other Grade Related Info: If you are in the B.S. in Computer Science, then this course is a core required course and must be passed with at least a C to count toward your degree requirements.

Attendance and Participation: This portion of your grade is not free points. Attendance is mandatory. Participation includes interacting with any guest speakers, as well as participating in all in class activities, which may include peer-review/peer-editing of resumes, annotated bibliographies, etc [Note: peer-review/peer-editing is being done asynchronously this semester, but still counts toward participation]. Participation also includes interacting with student presenters (asking questions, etc). If you miss class due to illness, please provide documentation when you are able to return to your classes to avoid losing attendance/participation points. Likewise, if you will miss class due to a religious holiday, you must inform me of the dates of those absences in writing (e.g., a message in Blackboard is fine) within the first 10 business days of the semester (see the Stockton policy: https://stockton.edu/policy-procedure/documents/procedures/2030.pdf).

Quizzes on Ethics and Intellectual Property: There are 2 quizzes, one of which is in 2 parts. They will be completed within Blackboard, and are available for you to take as early as the first day of class. You can choose when you take them, provided you do so by their individual deadlines. See list of important dates later in the syllabus, or you can also find the deadlines within Blackboard on the individual quiz pages. The first quiz has two parts and covers the ACM Code of Ethics and Professional Conduct. The first part of that quiz is entirely multiple choice, true/false, short answer type questions. The second part is an essay question involving an ethics case study. That essay involves reading a short case study involving an ethical dilemma, and writing a 3 to 5 paragraph essay in response to a question about that case study. In your response to that essay question, you should utilize the ACM Code of Ethics, wherever appropriate, in support of your analysis. The second quiz covers intellectual property laws, issues, and trends, including copyright and patent laws as applied to software, as well as open source software license agreements, and will be tested with multiple choice, true/false, short answer type questions. **All quizzes must be taken using the Respondus Lockdown Browser and a webcam.** The webcam can be the kind built into laptops or an external usb webcam. See details later in the syllabus. **The quizzes are closed notes. You are not allowed to use any resources during the quizzes.**

Quiz Timing: You can find the time requirements for each quiz or quiz part in Blackboard on the quiz pages (it varies from quiz to quiz). In each case, half of the allotted time is to account for any technical problems (e.g., lost connections) that might occur. If you lose your connection, the timer continues to run. Just log back on as quickly as you are able. Most such issues resolve themselves within a few minutes. In the unlikely event that you have a more extensive technical issue, then contact me as soon as you are able, and also document the problem.

Annotated Bibliography: During the semester, you will write an annotated bibliography, including summaries and your analysis of a minimum of 5 technical articles (from journals or peer-reviewed conferences) from any topic of computing of your choosing. Your analysis of the articles you read should include a discussion of the potential impact that the research has on individuals, organizations, or society as a whole. The ACM Digital Library, available through the Stockton University library website, is an excellent source of articles, although you are not limited to what is contained there.

Presentation: During the last few weeks of the semester, each student will give a presentation (approximately 15 minutes) discussing one or more of the articles that you read. Your presentation should make appropriate use of PowerPoint and/or other relevant presentation materials. The presentations will take place via Zoom (see list of dates later in syllabus). Shortly after the drop-add period is over, I will enable a signup page in Blackboard where you will get to choose the date of your presentation on a first come first served basis. You are expected to attend all sessions when students are presenting, and will lose substantial attendance/participation points if you do not attend. You will have the opportunity to ask each other questions about your presentations, so make sure you are also prepared to answer each other's questions. You will be able to share your screen through Zoom so everyone can see your PowerPoint slides.

Professional Resume: You will develop (or refine, if you already have one) a professional resume. You can find detailed expectations in Blackboard. We will have a guest speaker from the Career Center during one of the synchronous meetings on resume writing.

Make-Up Quizzes: Make-up quizzes will not be given (i.e., missed quiz = 0), with the following exceptions:
1. Medical excuse: Provide documentation. I suggest providing the documentation to the Wellness Center who will then contact all of the instructors of your courses.
2. No other excuses will be allowed since I'm giving you great flexibility on when you take the quizzes. If you have a conflict with the date a quiz is due, then take it early. Also, I have the deadlines on days when we would have class meetings, and since we are not having class meetings those days, you shouldn't have a conflict with the class time block, at the very least, and its longer than the time limit of each quiz.

Late Policy: Assignments are graded on a 100 point scale. Penalty is 1 point for each hour (or part of an hour) late. For example, submit an assignment 10 hours late and lose 10 points of the assignment's grade. Submit an assignment 1.25 hours late, and lost 2 points. Submit an assignment a full day late and lose 24 points off the assignment's grade.

Academic Honesty: Please familiarize yourself with Stockton's policy on academic honesty. Each violation is penalized by a 0 on the relevant assignment/exam/etc, plus a 10 point penalty on your overall course grade. For example, if you have one violation, you'll have a 0 on that assignment or exam plus 10 points off your overall average, but if you have two violations, you'll have grades of 0 on the two assignments/exams/etc and 20 points off your overall average. Example violations include, but are not limited to: (a) any form of cheating on an exam or assignment, (b) passing off the work of another as your own (including other students, former students, websites, etc), (c) assisting someone in violating the academic honesty policy, (d) asking someone to assist you in cheating or other academic honesty violations

(even if they refuse to help you cheat), etc. [Yes, I encountered that last one once in a General Studies course.] **Reminder from earlier in syllabus: the quizzes are closed notes, and you are not allowed any resources during the quizzes.**

Incomplete Policy: In general, no grades of incomplete will be given. The only exception to this rule is an institutionally documented medical emergency that necessitates your complete absence from Stockton for at least two continuous semester weeks. Additionally, you must be caught up on all work up to the point where your medical emergency began and currently in the "C" range or better overall at the point where the emergency began.

Deadlines:
- **Quiz 1 (Ethics) Part 1 (knowledge portion):** Due by October 6, 11:59pm.
- **Quiz 1 (Ethics) Part 2 (essay portion):** Due by October 13, 11:59pm.
- **Quiz 2 (Intellectual Property, License Agreements, etc):** Due by November 3, 11:59pm.
- **Draft 1 of Annotated Bibliography:** You must submit an electronic copy of your first draft in Blackboard by October 20, 11:59pm on the Assignment submission page. Additionally, you must post a copy within the small group you are in by this same date and time. Draft must include at least 3 articles.
- **Peer Reviews of Annotated Bibliography:** You must then read the drafts of the other students in your small group, and provide them with feedback no later than November 3, 11:59pm. On your group's page, you will find a File Exchange tool and a threaded discussion that only your group will use (I can see these as well). You don't get an explicit grade on your feedback given to other students, but this does count toward your participation grade. And it also will help your classmates. So please read each other's drafts and provide thoughtful feedback. Your feedback can be on any element of the drafts (as simple as formatting, or on writing style, or on the content itself)---anything that you think would help your classmates improve.
- **Final Version of Annotated Bibliography:** November 24 by 11:59pm in Blackboard as a Word docx.
- **Resume:** December 11 by 11:59pm in Blackboard as either a pdf (preferred) or Word docx.
- **Presentation:** An electronic copy of your PowerPoint slides is due by 11:59pm of the day that you give your presentation (submission in Blackboard).

Schedule of Classes:
- September 8: Course Overview (**Zoom attendance required**)
- September 15: No synchronous class meeting. Start working your way through the videos, etc.
- September 22: Tentative date for Career Center presentation (**Zoom attendance required**)
- Sept 29, Oct 6, Oct 13, Oct 20, Nov 3: Keep these dates reserved for now, as I have not confirmed the Sept 22 speaker yet. If they are not available that day, then it will be one of these days. Otherwise, you'll have these days to work on class work. If this class was on campus, some of these class periods would be me covering what is in the videos in Blackboard, and some of these days would be you rading each other's drafts, etc.
- October 27 is a precepting day, so there are no classes that day.
- November 10, 17, 24, December 1, 8: Student presentations. If this class was to fill to capacity, we would use all 5 of these dates. As of the writing of this syllabus, it looks like we will only need a couple of them. After drop-add is over, I will determine the number of these days we need and will set up signup pages in Blackboard for you to pick a date (first come first served). **Zoom attendance is required on any of these dates when we have student presentations.** It probably won't be all of them.

LockDown Browser + Webcam Requirement: This course requires the use of LockDown Browser and a webcam for online quizzes. The webcam can be the type that's built into your computer or one that plugs in with a USB cable. The quizzes are closed notes, and compliance will be monitored automatically by Respondus. Also, make sure you have your Stockton id card when you take the quizzes, as the system will have you show it to the camera before you begin.

- Watch this brief video to get a basic understanding of LockDown Browser and the webcam feature: https://www.respondus.com/products/lockdown-browser/student-movie.shtml
- **Download Instructions:** Download and install LockDown Browser from the following link: https://download.respondus.com/lockdown/download.php?id=353467840
- **Once Installed**
  - Start LockDown Browser
  - Log into Blackboard Learn
  - Navigate to the test
- Note: You won't be able to access tests with a standard web browser. If this is tried, an error message will indicate that the test requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the exam to continue.
- **Guidelines**: When taking an online test, follow these guidelines:
  - Ensure you're in a location where you won't be interrupted
  - Turn off all other devices (e.g. tablets, phones, 2nd computers) and place them outside of your reach
  - Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
  - Clear your desk or workspace of all external materials not permitted - phones and other devices, notes, books, etc.
  - Remain at your computer for the duration of the test
  - If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run checks again prior to the exam
  - To produce a good webcam video, do the following:
    - Avoid wearing baseball caps or hats with brims
    - Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move
    - If using a built-in webcam, avoid readjusting screen tilt after the webcam setup is complete
    - Take the exam in a well-lit room, but avoid backlighting (avoid window behind back)
  - Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted
- **Getting Help:** Several resources are available if you encounter problems with LockDown Browser:
  - The Windows and Mac versions of LockDown Browser have a "Help Center" button on the toolbar. Use the "System & Network Check" to troubleshoot issues, and also run the "Webcam Check".
  - Respondus has a Knowledge Base available from support.respondus.com. Select the "Knowledge Base" link and then select "Respondus LockDown Browser" as the product. If your problem is with a webcam, select "Respondus Monitor" as your product
  - If you're still unable to resolve a technical issue with LockDown Browser, go to support.respondus.com and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it.