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Change Log

Date	Details of Change	Author of Change	Version #
8/20/24	Baseline	Pauline Wade	v1

Course Information

Course Number: CSCE 481
Course Title: Seminar
Section: 599
Time: TTH 9:35 – 10:50 a.m.
Location: Online
Credit Hours: 1

Instructor Details

Instructor: Pauline Wade
E-Mail: paulinewade@tamu.edu
Office Hours: See Canvas

Course Description

The goal of this course is to expose students to topics in Computer Science related to careers in the public and private sectors (e.g., job seeking activities, workplace environment, and graduate school), and leadership. Invited speakers will make presentations in a seminar format, encouraging discussion and exploration.

For emphasis, guest speakers from industry will share their perspective on their particular industry and potential career paths / job opportunities with their companies. Other speakers will be invited to talk about more technical topics (e.g., trends in a particular technical domain) and non-technical topics (e.g., leadership, considerations in pursuing a graduate degree, etc.)

Course Prerequisites

This course is designed for undergraduate students who are intending to graduate within 9-21 months, and therefore, students will need to be either a Junior or Senior classification.

Course Learning Outcomes

The course will cover a variety of topics in class (**not including** research topics that students will be exposed to through attending research seminars outside of class), including:

- Career opportunities and pathways for those with undergraduate degrees in computer science and engineering
- Job topics, including job searching, interviewing, and negotiating.
- Company work environments
- Graduate school
- Leadership and Leader Development
- Ethics

Textbook and/or Resource Materials

Video / Readings: As communicated by Course Instructor

Grading Policy

The student's semester grade will be based on **class attendance, attention and etiquette during the seminars, and submission of a relevant reflection**. Please see more details below:

- The grading scale will be based off the number of meetings a student meets the requirements as described below, divided by the total number of classes. Except for excused absences, these points cannot be made up, and extra credit will not be offered.

<i>Points Grading Scale:</i>	
A	90 - 100
B	80 – 89.9
C	70 – 79.9
D	60 – 69.9
F	< 60

For example, if there are 12 meetings, you can be counted absent for one class and still get an A in the class, two absences and still get a B, and three absences and still get a C.

- Class attendance is essential for student success. To be counted as present, you need to:
 - Login to Zoom using your TAMU email.
 - Be present (i.e., online) for at least 60 minutes.**
A record of attendance will be maintained every time a speaker is scheduled and/or the first day the student's name appears on the roster. Proof of attendance will be gathered during the session and includes (but not limited to) zoom reports, minimum number of polls answered, screen shots, etc.
 - Have videos on and faces visible.**
- You are counted absent when:**
 - You join the zoom meeting as a 'guest.'
 - Absent(i.e., offline).**

Absences may only be excused as defined by the *Texas A&M University Student Rules* available at <http://student-rules.tamu.edu/rule07>. **A student needs to submit documentation for the absence (e.g., doctor's note), using a link to be provided by the instructor, no later than 1 week after a student return to class.**

- Offline for more than 15 minutes.**

If **you have technical difficulties which leads to a loss of connection from the virtual meeting**, just simply rejoin. However, if you foresee that this situation will occur frequently, you should seek a different location for future lectures. As long as you are

online for at least 60 minutes, you will be counted present.

- Face not visible / video off
- At the end of each class, students will complete a short reflection made available at the end of the lecture. **Late submissions are NOT accepted, and the reflection grade must be at least 60% of the perfect score. A template & rubric will be provided in each assignment. For example, a criterion in the rubric requires reflections to be written as text versus images.**

For days identified as offline video viewing or reading, a student will get credit if they submit an acceptable reflection on time in Canvas.

Only Canvas submissions are accepted for credit. It is your responsibility to make sure that the submission process is completed and that the correct assignment is submitted to the correct place. It is best to double check your submission by downloading it yourself, then confirming that the one stored in Canvas is the intended one. Failure to confirm correct submission is not a valid excuse for incomplete / late assignments

- Any evidence that the student did not solely write the reflection is considered academic misconduct and will be reported to the honors council and result in the application of an appropriate sanction. In addition, **submission of a reflection when not in attendance (in the case of a synchronous seminar) can constitute academic misconduct.**

Late Work Policy

Late work is not accepted. Work submitted by a student as makeup work for an excused absence (see Student Rule 7) is not considered late work and is exempted from the late work policy. For excused absences, if the recording of the company talk is not available, then the student will be given another makeup assignment by the instructor, which will either be offline reading or watching another video.

No late work will be accepted after the last day of class, irrespective of the deadline for an assignment.

Course Schedule

Class will be scheduled every Tuesday (no Thursday class), unless notified otherwise, with the final schedule posted on Canvas. Classes may include presentations from guest speakers, asynchronous viewing of videos, assigned reading, ethics modules & quizzes, and other activities at the discretion of the instructor to meet the learning outcomes of the course.

Assessments are assigned and expected to be completed weekly.

Course Expectations

Course expectations, in the form of a course appreciative agreement, will be reviewed and agreed to at the beginning of the semester.

Course Copyright

The materials used within this course are copyrighted and include, but are not limited to, the syllabus, course videos, audio, and visual recordings of classes, etc. Because these materials are copyrighted, you do not have the right to copy or distribute these materials, unless permission is expressly granted.

University Policy

Academic Freedom

Academic freedom is a cornerstone of the University. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning.

1. Each faculty member is entitled to full freedom in the classroom discussing the subject which the faculty member teaches.
2. Texas A&M will not penalize or discipline members of the faculty because of their exercise of academic freedom.

Along with this freedom comes responsibility. It is the responsibility of faculty members to ensure that topics discussed are related to the classroom subject. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

3. It is not the proper role of the university or any outside agency to attempt to shield individuals from ideas and opinions they find unwelcome, disagreeable, or even deeply offensive.
4. Engaging with new ideas and perspectives helps students grow intellectually and is beneficial to the educational process.

Attendance Policy

The university views class attendance and participation as an individual student responsibility. Students are expected to attend class and to complete all assignments.

Please refer to [Student Rule 7](#) in its entirety for information about excused absences, including definitions, and related documentation and timelines.

Makeup Work Policy

Students will be excused from attending class on the day of a graded activity or when attendance contributes to a student's grade, for the reasons stated in Student Rule 7, or other reasons deemed appropriate by the instructor.

Please refer to [Student Rule 7](#) in its entirety for information about makeup work, including definitions, and related documentation and timelines.

Absences related to Title IX of the Education Amendments of 1972 may necessitate a period of more than 30 days for make-up work, and the timeframe for make-up work should be agreed upon by the student and instructor” ([Student Rule 7, Section 7.4.1](#)).

“The instructor is under no obligation to provide an opportunity for the student to make up work missed because of an unexcused absence” ([Student Rule 7, Section 7.4.2](#)).

Students who request an excused absence are expected to uphold the Aggie Honor Code and Student Conduct Code. (See [Student Rule 24](#).)

Academic Integrity Statement and Policy

“An Aggie does not lie, cheat or steal, or tolerate those who do.”

“Texas A&M University students are responsible for authenticating all work submitted to an instructor. If asked, students must be able to produce proof that the item submitted is indeed the work of that student. Students must always keep appropriate records. The inability to authenticate one’s work, should the instructor request it, may be sufficient grounds to initiate an academic misconduct case” ([Section 20.1.2.3, Student Rule 20](#)).

Any academic misconduct in this course will result in a grade of F.*

Writing: Use of AI tools, including ChatGPT, is permitted in this course for students who wish to use them. To adhere to our scholarly values, students must cite any AI-generated material that informed their work (this includes in-text citations and/or use of quotations, and in your reference list). Using an AI tool to generate content without proper attribution qualifies as academic dishonesty.

See <https://www.chicagomanualofstyle.org/qanda/data/faq/topics/Documentation/faq0422.html> for information how to properly cite AI tools.

(adapted from University of Massachusetts Amherst, https://cte.tamu.edu/getmedia/1d5e4ef6-97f1-4065-987f-3c9dfecbb7bd/TAMU-CTE_GenAI-SyllabusStatementConsiderations.pdf)

You can learn more about the Aggie Honor System Office Rules and Procedures, academic integrity, and your rights and responsibilities at aggiehonor.tamu.edu.

Americans with Disabilities Act (ADA) Policy

Texas A&M University is committed to providing equitable access to learning opportunities for all students. If you experience barriers to your education due to a disability or think you may have a disability, please contact the Disability Resources office on your campus (resources listed below) Disabilities may include, but are not limited to attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their disability-related needs with Disability Resources and their instructors as soon as possible.

Disability Resources is in the Student Services Building or at (979) 845-1637 or visit disability.tamu.edu.

Title IX and Statement on Limits to Confidentiality

Texas A&M University is committed to fostering a learning environment that is safe and productive for all. University policies and federal and state laws prohibit gender-based discrimination and sexual harassment, including sexual assault, sexual exploitation, domestic violence, dating violence, and stalking.

With the exception of some medical and mental health providers, all university employees (including full and part-time faculty, staff, paid graduate assistants, student workers, etc.) are Mandatory Reporters and must report to the Title IX Office if the employee experiences, observes, or becomes aware of an incident that meets the following conditions (see [University Rule 08.01.01.M1](#)):

- The incident is believed to be discrimination or harassment.
- The incident is alleged to have been committed by or against a person who, at the time of the incident, was (1) a student enrolled at the University or (2) an employee of the University.

Mandatory Reporters must file a report regardless of how the information comes to their attention – including but not limited to face-to-face conversations, a written class assignment or paper, class discussion, email, text, or social media post. Although Mandatory Reporters must file a report, in most instances, a person who is subjected to the alleged conduct will be able to control how the report is handled, including whether or not to pursue a formal investigation. The University's goal is to make sure you are aware of the range of options available to you and to ensure access to the resources you need.

Students wishing to discuss concerns in a confidential setting are encouraged to make an appointment with [Counseling and Psychological Services \(CAPS\)](#).

Students can learn more about filing a report, accessing supportive resources, and navigating the Title IX investigation and resolution process on the University's [Title IX webpage](#).

Statement on Mental Health and Wellness

Texas A&M University recognizes that mental health and wellness are critical factors that influence a student's academic success and overall wellbeing. Students are encouraged to engage in healthy self-care by utilizing available resources and services on your campus.

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Download the app, using the link below, and explore the resources available to you for guidance and support whenever you need it.

URL: <http://telusproduction.com/app/5108.html>

Students who need someone to talk to can contact Counseling & Psychological Services (CAPS) or call the TAMU Helpline (979-845-2700) from 4:00 p.m. to 8:00 a.m. weekdays and 24 hours on weekends. 24-

hour emergency help is also available through the 988 Suicide & Crisis Lifeline (988) or at 988lifeline.org [Links to an external site.](#)