**CS 090: Computer Science Independent Study**

**Winter 2020 Quarter**

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# **Course Details**

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| **Instructor** | **Crystal Hess** - [chess@shoreline.edu](mailto:chess@shoreline.edu), BUT **I prefer messages sent through Canvas Inbox** Messages checked daily.  Typical response time within 24 hours, excluding weekends / holidays. |
| **Office Hours** | Mon/Wed 11-noon in my office 2813;  Fri 11-1pm in the CSELC 2516; or by appt. |
| **Class Hours** | **Student Determined** within the open hours of the Computer Science and Engineering Learning Center’s open hours and Office Hours |

**CS 090 – Computer Science Independent Study (1-3 credits)**

Students study computer science topics individually or in small groups using the Computer Science and Engineering Learning Center. This course is an opportunity for tutorial instruction, exploration of available campus resources, and college success topics.

**Course Outcomes**

1. Demonstrate effective individual study habits and collaboration skills in groups.
2. Locate, access and use discipline specific information.
3. Visit the Computer Science and Engineering Learning Center with questions and ask for assistance.
4. Develop skills for success in computer science courses.
5. Identify how, when, and where to get help or advice using college resources and policies and develop support systems and networking skills.

**Prerequisite**

Concurrent enrollment in another CS or CS& course.

**Topic Coverage**

|  |  |
| --- | --- |
| Week 1 | Goal Setting |
| Week 2 | Campus Resources |
| Week 3 | Study Skills |
| Week 4 | Time Management |
| Week 5 | Mid-Quarter Check In |

|  |  |
| --- | --- |
| Week 6 | Degrees, Careers, and Pathways |
| Week 7 | Academic Planning & Audit |
| Week 8 | Typing Skills |
| Week 9 | Window, Tab, File Management |
| Week 10 | Reflection |

# **Grading and Assessment**

In this course, you will be assessed through **attendance in the Computer Science and Engineering Learning Center** and completion of **weekly assignments**. I strive to grade assignments within 5 days of the due date. More information here: [Shoreline's full Grades Policy (#6260)](https://www.shoreline.edu/about-shoreline/policies-procedures/documents/6260GradesPolicy.pdf)

**Attendance hours** in the CSELC are determined by number of hours for which you are registered.

* Hours are logged in the CSELC by swiping your Student ID at the appropriate sign in stations on each visit.
* 18.33 hours must be logged (over the quarter) per credit hour you are signed up for. This translates to about 1.5 hours/week for 1 credit hour, 3.5 hours/week for 2 credit hours, or 5 hours/week for 3 credit hours.

**Weekly assignments** are available on canvas weekly and should be submitted through Canvas.

* Assignments are graded complete/incomplete – you will be asked to redo the assignment if it is not completed to satisfaction.

**Late Policy**

* Students are expected to turn in all assignments by the due date and time.
* Assignments not submitted on-time may receive zero points.
* Alternate arrangements *may* be approved for flexible due dates in special circumstances when the instructor is contacted **prior** to the due date.

**Academic Integrity**

* Academic honesty and integrity are expected. Shoreline Community College has a strict policy on cheating and plagiarism. You are cheating if you copy, steal, borrow, consult, or use any means to obtain answers from classmates or unauthorized sources for any assignment inside or outside class.

**How to be Successful**

* **Visit the Computer Science and Engineering Learning Center (CSELC) Regularly**: Regular attendance in the CSELC will give you structured time to absorb new concepts, practice them, and ask questions to tutors, the Instructor, and your peers.
* **Ask for help early**: In programming, everything stacks, meaning what you learn today, you WILL use tomorrow. Therefore, if you start to fall behind, it is imperative that you ask for help as soon as possible.
* **Practice**: It is not enough in programming to just read about or listen to lectures about concepts. It is important to solve problems both in-class and on your own. You should work through practice problems until you are able to solve them without the aid of another person.

**Getting Unstuck**

Getting stuck is part of the programming process. However, one of the most useful skills you may learn from this course is "how to get unstuck." Here are some suggestions:

* **Make systematic changes.** Look carefully at the work you have just done. Try changing one thing and see what effect it has.
* **Talk to a rubber duck.** No really, this is actually [a thing](https://en.wikipedia.org/wiki/Rubber_duck_debugging). Sometimes if you take a moment to tell someone (even someone non-techie) what you're trying to do, you'll end up having an Ah-Ha moment of clarity!
* **Take a break.** Sometimes you just need to take a break! Looking at code with a fresh set of eyes solves problems quicker than beating your head against the computer :)
* **Ask the Instructor.** I'm here to help you. It's literally my job.

# **Letter of Recommendation Requests**

Letters of recommendation are often needed for applications to transfer universities, jobs, and internships. Instructors take pride in the letters that they write for students and can only craft strong letters for students whom them know well. Part of your job as a college student is to become the kind of student that a professor can speak highly of in a letter of recommendation — hardworking, capable, and intellectually inquisitive.

Before requesting a letter of recommendation, ask yourself:

* Have I discussed my academic or career goals with this instructor?
* Have I demonstrated an excellent work ethic or produced quality work in this course?
* Have I shown or communicated a passion for the subject or concepts that were taught?
* Will this instructor be able to incorporate personal and specific details about my academic growth or trajectory?

It is not necessary that the person writing your recommendation be able to speak to every bullet point above, but they should be able to speak to at least one of them.

Remember that requests may be declined for a variety of reasons, including, but not limited to: insufficient time to write the letter, not knowing the student well enough to provide specific character observations, or too much time has elapsed since working with the student.

**Requests for recommendations should come well in advance of the deadline for submission (i.e., at least 14 days in advance of the deadline, but the more notice the better).**

# **Student Services**

**Campus Closures / Cancelled Class**

There are two types of suspended operations possible: campus is closed or classes are cancelled.  In the event of campus closure or cancelled class, students will be notified via Canvas of their expectations in relation to school work.

You can read Shoreline’s [Suspended Operations Procedures](https://www.shoreline.edu/about-shoreline/policies-procedures/documents/6030SuspendedOperationsProcedure.pdf).

**Students with Disabilities**

Shoreline Community College is committed to providing educational programs without regard to disabling conditions as defined by Section 504 of the Rehabilitation Act of 1973. Reasonable accommodations will be made and no otherwise qualified individual with disabling conditions shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program, activity or service administered by the college.

For more information: <http://www.shoreline.edu/oss/students-with-disabilities/>

**Counseling Center**

The Counseling Center provides free, confidential and professional counseling services, resources, and referral to support the academic and personal success, health, and well-being of our students and campus community.

Students often visit the Counseling Center to discuss a wide variety of topics: depression, anxiety, relationship concerns, and stress management; indecision about major or career path; and academic concerns such as failing grades, struggling with a subject, or managing a learning disability. The Center also supports students who may be feeling suicidal or in crisis.

* FOSS – 5245, 206-546-4594, [www.shoreline.edu/counseling-center](http://www.shoreline.edu/counseling-center)

Need support when they are not available? For 24/7 emergency counseling, referral, or assistance please contact:

* King County: 24-Hour Crisis Line | 866-427-4747
* Snohomish County: 24-Hour Crisis Line | 800-584-3578
* Live Chat: [crisischat.org](http://crisischat.org/)
* Crisis Text Line: Text 741741
* 911 (for immediate health-related emergency)

**Tutoring Services**

Tutoring Services provides students with free one-on-one tutoring support for any Shoreline Community College classes. Students can receive 2 hours of free tutoring a week per class they are registered for in a quarter.

For more information and to apply for tutoring assistance or to apply to become a tutor, please visit our office in 4228 (Library), email [pttutors@shoreline.edu](mailto:pttutors@shoreline.edu), call 206-546-4776, or check out the webpage: [www.shoreline.edu/tutoring](http://www.shoreline.edu/tutoring).

**Success Coaching**

Shoreline Community College provides students with [Success Coaching](https://www.shoreline.edu/advising/success-coaches.aspx) to help students develop and grow their academic skills. Coaching is an ongoing professional relationship where you work on study strategies, goal planning, time management, balancing life’s priorities, focus, motivation, and organization. Coaches also help you identify and connect to other resources. Coaching is not [counseling](http://www.shoreline.edu/counseling-services/), [advising](http://www.shoreline.edu/advising/), or [tutoring](http://www.shoreline.edu/enrollment-services/learning-support-centers/tutoring.aspx).

For more information: [shoreline.edu/advising/success-coaches.aspx](http://www.shoreline.edu/advising/success-coaches.aspx).

To schedule an appointment: [successcoaching@shoreline.edu](mailto:successcoaching@shoreline.edu) or 206-546-4559.

**Additional Campus Resources**

Check out the [Current Students page](https://www.shoreline.edu/currentstudents/) for more information about Academic Support, Student Services, Campus Life, and much more.

# **Technical Requirements, Privacy and Accessibility Policies**

**Computer & Technical Requirements**

* It is expected that when students enroll for this course they will be able to use a computer, be able to upload/download files, and successfully navigate websites.
* Students will receive weekly assignments throughout the course that must be completed on a computer with Internet access. These can be completed on your own device, in the school library, or in the CSELC.
* **Need help?** Canvas questions can be directed to Shoreline e-Learning at [elearning@shoreline.edu](mailto:elearning@shoreline.edu), (206) 546-6966, visit Building 1200, or [24hour Canvas Support via chat or telephone](http://www.shoreline.edu/virtual-campus/elearning/canvas.aspx). Canvas and basic computing support is also available on campus at the [Shoreline Business Technology & eLearning Center](http://www.shoreline.edu/apply-and-aid/learning-support-centers/business-computer-software.aspx) in Building 1300, Room 1304.

More [information on general technical requirements](http://www.shoreline.edu/virtual-campus/elearning/tech.aspx) can be found here.

**Privacy Policies**

To learn about the practices regarding personal information that may be collected from users in this course, check the privacy policies below:

* [Canvas](https://www.canvaslms.com/policies/privacy)
* [Panopto](https://www.panopto.com/privacy/)
* [Shoreline Privacy Policies](https://www.shoreline.edu/currentstudents/privacyandnondiscrimination.aspx)
* [Student Policies](https://www.shoreline.edu/currentstudents/student-policies.aspx)
* [Microsoft 365](http://www.microsoft.com/online/legal/v2/?docid=22&langid=en-us)
* [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/)

**Accessibility Policies**

Below are links to accessibility policies for sites used within this course:

* [Canvas](https://www.canvaslms.com/accessibility)
* [Panopto Accessibility Features](https://support.panopto.com/articles/Documentation/accessibility-features)
* [Shoreline Community College](http://intranet.shoreline.edu/policies/documents/5000/5114.pdf) [(Audio Version)](http://intranet.shoreline.edu/policies/documents/5000/5114.pdf)
* [Microsoft Office 365](https://support.office.com/en-US/article/Accessibility-in-Office-365-ACA7ACCF-58A0-4467-BE5C-24A7E7933A9D?ui=en-US&rs=en-US&ad=US)
* [Google (covers YouTube)](https://www.google.com/accessibility/products-features.html)