



## SYLLABUS

COLLEGE OF COMPUTING & SOFTWARE ENGINEERING

INFORMATION TECHNOLOGY DEPARTMENT

IT 3003: PROFESSIONAL DEVELOPMENT & ENTREPRENEURSHIP

FALL 2022

## Course Information

Class meeting time: online section

Modality and Location: online

Syllabus is posted in D2L

## Instructor Information

Name: Dr. Nazmus Sakib

Email: nsakib1@kennesaw.edu

Office Location: J309

Office phone:

Office Hours: Tuesday 3.00 PM – 5.00 PM

Preferred method of communication: D2L email

## Course Description

This course covers two major topics – professional development, and entrepreneurship. The course will prepare a student for internship positions, and careers after graduation. The course will cover such things as creating a professional development plan, the STAR interviewing method, professional presentations, team dynamics, 10 principles of entrepreneurship, and innovation and entrepreneurship.

Pre-req: IT 3123 Hardware/Software

## Course Materials

Required Texts: None – this is a no textbook course. The course is in a D2L shell that has course modules, content, links, videos, assignments, discussions and quizzes.

Recommended Texts: none – there will be various supplemental links, videos and content to support the course.

Technology requirements: students should have access to a PC or MAC that:

1. Can connect to the internet
2. Have Software that can open and/or edit Word, PowerPoint, Excel, PDF, and ZIP files.

# Learning Outcomes

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The student will be able to:

- Develop a comprehensive Professional Development Plan
- Describe the STAR Interviewing Method
- Describe basics of group/team dynamics and how it affects working on IT teams
- Compare and Contrast various types of Team Dynamics
- List 10 Principles of Entrepreneurship
- Describe how innovation and entrepreneurship intersect

## Course Requirements and Assignments

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There will be **5 Labs** for this course covering material given in the **5 Learning Modules**. Labs are worth **50 points**.

There will be **5 graded Discussions** for this course covering material given in the **5 Learning Modules**. Each Discussion is worth **10 points**.

**Test 1:** This test will be a multiple choice/short answer test over modules 1 and 2.

**Test 2:** This test will be a multiple choice/short answer test over modules 3, 4 and 5.

(Each test is worth **100 points**)

There is NO additional final exam.

## Evaluation and Grading Policies

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Total points for the course are: 250 for assignments/labs, 50 for discussions, 200 for tests = 500 points. Then, the total points obtained will be normalized to a 100% scale.

### Grading Scale:

Percentage	Remarks	Final Grade
90% - 100%	Excellent	A
80% - 89%	Good	B
70% - 79%	Satisfactory	C
60% - 69%	Passing, but less than satisfactory	D
0% - 59%	Failing	F

## Course Policies

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All assignments/labs, discussions and tests will be due Tuesday night by 11:59 pm EST. Late work (up to 2 days) will receive a 25% reduction in grade. After 2 days, the assignment will not be accepted. Please refer to the calendar for all due dates. All labs, discussions and tests will be conducted through D2L (online). Comments will be placed in the comment section for feedback in D2L grading area. Rubrics are available in D2L for each lab, discussion and test.

**No “extra credit”** work will be given to improve one’s grade. Copies of your class work and test will be kept for record.

Assignments/Labs, discussions and tests due by Tuesday night at 11:59 pm EST

## Course Schedule

### Module 0 – Introduction - Week 1

Introduction to the course. Complete Intro discussion (not graded).

### Module 1 – Professional Development Plan - Week 2

Read content in Module 1. Topics: Where are you now; Where do you want to go; Gather information; Set goals; What skills and experience do you have. Complete Discussion 1.

### Module 1 – Professional Development Plan - Week 3

Topics: What skills and experience do you need; Identify possible resources; Develop an action plan and timeline; Executing the plan; Assess progress and revise accordingly. Read additional links and material. Complete Assignment/lab 1

### Module 2 – STAR Interview Model - Week 4

Read content of module 2 – Topics: situation; task. Complete Discussion 2.

### Module 2 – Star interview Model - Week 5

Topics: Action; Result. Read additional links and material. Complete Assignment/lab 2.

### Review for Test 1 - Week 6

Complete Test 1.

### Module 3 – Team Dynamics - Week 7

Read Content Module 3. Topics: Definition; Difference in team dynamics & Group dynamics; Psychological models. Complete Discussion 3.

### Module 3 – Team Dynamics - Week 8

Topics: Problematic team dynamics; Importance of team dynamics on performance; strategies to improve. Read links and additional material in module. Complete Assignment/Lab 3.

### Module 4 – Entrepreneurship - Week 9

Read Content Module 4. Topics: People; Barriers to Entry; Rely on yourself. Complete Discussion 4.

### Module 4 – Entrepreneurship - Week 10 *Week 13*

Topics: Have a mentor; Behaviors of an entrepreneur; Control flow. Read links and additional material in module. Complete Assignment/Lab 4.

Read Content Module 5. Topics: Q Factor; Setting the Pace, Sharing. Complete Discussion 5

Module 5 – Innovation/Entrepreneurship - Week 12 Week 15

Topics: Innovation; how innovation intersects with entrepreneurship. Read links and additional material in module. Complete Assignment/lab 5.

Module 5 – Innovation/Entrepreneurship - Week 13 Week 16

Present reports to class

Review for Test 2 - Week 14 Week 17

Review modules 3, 4, 5 for Test 2

Test 2 - Week 15 Week 18

Compete Test 2.

## Department or College Policies

The Information Technology Department always encourages success in our students. As the instructor this course, I expect everyone to get an "A" in the course. Now, of course, the work is up to you, but I believe each student can achieve an "A" by putting in the time and effort in this course.

EMAIL – please ONLY send me email through D2L and NOT through my regular KSU email. Of course, for any questions outside of our course, you can use my regular KSU email – [nsakib1@kennesaw.edu](mailto:nsakib1@kennesaw.edu).

## Institutional Policies

### *Federal, BOR, & KSU Course Syllabus Policies*

Information contained in the links below constitutes the Federal, BOR, and KSU course syllabus policies and procedures. These policies are updated on the Academic Affairs Website annually.

Academic Affairs - Federal, BOR, & KSU Policies

([http://curriculum.kennesaw.edu/resources/federal\\_bor\\_ksu\\_student\\_policies.php](http://curriculum.kennesaw.edu/resources/federal_bor_ksu_student_policies.php))

Academic Affairs - KSU Student Resources

([http://curriculum.kennesaw.edu/resources/ksu\\_student\\_resources\\_for\\_course\\_syllabus.php](http://curriculum.kennesaw.edu/resources/ksu_student_resources_for_course_syllabus.php))

### *Academic Integrity Statement*

Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section 5c of the Student Code of Conduct addresses the university's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to university materials, misrepresentation/falsification of university records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional

misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the Department of Student Conduct and Academic Integrity (SCAI), which includes either an "informal" resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct's minimum one semester suspension requirement. See also KSU Student Code of Conduct (<https://web.kennesaw.edu/scai/content/ksu-student-code-conduct>).

### **Confidentiality and Privacy Statement (FERPA)**

Kennesaw State University adheres to the Family Educational Rights & Privacy Act of 1974 – FERPA.

See the following link for more information:

[http://www.usg.edu/information\\_technology\\_handbook/section9/tech/9.5\\_privacy\\_and\\_security](http://www.usg.edu/information_technology_handbook/section9/tech/9.5_privacy_and_security)

### **University – Student Rights & Responsibilities**

Students of Kennesaw State University are entitled to an environment that is conducive to learning and individual growth. To this end, students enrolling at Kennesaw State University assume a responsibility to abide by the policies and regulations expressed in this section. By doing so, students may fulfill their responsibilities and enjoy the exercise of their own rights while also respecting the rights of others.

See <http://catalog.kennesaw.edu/content.php?catoid=27&navoid=2263>

### **Ethics Statement**

All students are responsible for knowing the information, policies and procedures outlined in the Kennesaw State University Codes of Conduct. The KSU Codes of Conduct include: the general Student Code of Conduct, the Residential Code of Conduct, and the Code of Academic Integrity. Kennesaw State University reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online for the updated versions of all policies.

See <https://scai.kennesaw.edu/codes.php>

### **Sexual Misconduct Policy**

Kennesaw State University is committed to providing programs, activities, and educational environment free from all forms of sex discrimination. For more information click [here](#). KSU issues this statement of policy to inform the community of the University's comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus. This policy generally covers faculty, students, and staff of the University, as well as third-parties. Third parties include but are not limited to guests, vendors, contractors, retirees, and alumni.

Further information associated with this university policy can be found under sexual misconduct on the Policy Portal website located at: <https://policy.kennesaw.edu/>

### ***Course Accessibility Statement (ADA statement)***

Kennesaw State University provides program accessibility and reasonable accommodations for persons defined as disabled under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990 as amended. Students who require accommodation in facilities, services, programs or activities should contact the Assistant Director for Disabled Student Services to arrange an individual assistance plan. Accommodations may include classroom accessibility, modified computer equipment, disability-accessible parking, assistance with note-taking sign language interpreting or captioning services, class materials in alternate format, library and laboratory assistance, and other accommodations.

Determination of appropriate accommodations to be provided will be based upon documentation of the disability. Members of the public who require specific accommodations in facilities, services, programs or activities should contact the office sponsoring the service, program or activity at least five days in advance to arrange individual accommodations. Eligible students deliver certification letters to faculty at the beginning of each semester identifying the accommodations approved for that student. Faculty members are also instructed that they must provide students with special needs appropriate accommodations in a timely manner. The Assistant Director for disAbled Student Support Services will work with faculty

members to ensure that students receive appropriate accommodations. A student should notify Disabled Student Support Services in writing within two (2) days of any disagreement between the student and the faculty member if agreed upon academic adjustments are not provided in order to seek a resolution. A student who alleges discrimination on the basis of disability may file a grievance through the University's established grievance procedures. The following have been designated by the President of the University to provide assistance and ensure compliance with the ADA. Should a student require assistance or have further questions about the ADA, please contact either the ADA Compliance Officer for Students at 770-423-6443; the ADA Compliance Officer for Facilities at 470-578-6224; or the Director of Human Resources, ADA Compliance Officer for staff and faculty at 470-578-6030. For more information, go to [www.kennesaw.edu/stu\\_dev/dsss](http://www.kennesaw.edu/stu_dev/dsss)

### *Electronic Communication*

The University provides all KSU students with an "official" email account with the address "students.kennesaw.edu" or "kennesaw.view.usg.edu" (in D2L). As a result of federal laws protecting educational information and other data, this is the sole email account you should use to communicate with your instructor or other University officials.

### *Web Accessibility*

Kennesaw State University follows the guidelines of the Universal Design for Learning standard of web accessibility. Faculty use Word, PDF, and HTML formats when communicating electronic information to students whenever possible and appropriate in light of the goals of the course. Faculty are trained to use Web Accessibility Evaluation tools, e.g., WAVE ([www.wave.webaim.org](http://www.wave.webaim.org)), and make adjustments as possible and appropriate in light of the goals of the course.

For free resources available to students on web accessibility, please visit the Web Accessibility Resources page at the Distance Learning Center: <http://www.kennesaw.edu/dlc/facultyresources/index.php#>

### *Copyright Law*

Kennesaw State University adheres to USG's policy to respect the right of copyright. Holders and comply with copyright laws as set forth in the United States Copyright act. For more information, see the following link to USG's policy: <http://www.usg.edu/copyright/>

### *Electronic Recording and Social Media*

Electronic recording performed without the consent of the people being recorded chills the free exchange of ideas. Academic freedom, free inquiry, and freedom of expression should not be limited by the fear that one's brainstorming, polemic discourse, speculative inquiry, or any other kind of expressed curiosity made within the space of a university classroom will be made public without one's consent. This fear is unacceptable regardless of whether one is in an online, hybrid, or face-to-face classroom setting. Accordingly, no person shall make public any electronically recorded class discussion without the written permission of the instructor. This policy is not intended to discourage electronic recording in the classroom or the use of social media when such actions are performed with the written consent of the instructor, and others as appropriate. Note: Faculty accommodate all reasonable requests to electronically record a class discussion; these requests must be documented by the Disabled Student Support Services available at: [http://www.kennesaw.edu/stu\\_dev/dsss/prospect.shtml](http://www.kennesaw.edu/stu_dev/dsss/prospect.shtml)

## **KSU Student Resources**

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This link contains information on help and resources available to students:

[https://curriculum.kennesaw.edu/resources/ksu\\_student\\_resources\\_for\\_course\\_syllabus.php](https://curriculum.kennesaw.edu/resources/ksu_student_resources_for_course_syllabus.php)

## **Additional Items:**

### ***Minimum Technology Requirements***

- This class uses D2L as hosting site. Run a system check to ensure your computer work with D2L. Check out UITS D2L training: <http://uits.kennesaw.edu/support/d2ltraining.php>
- Internet Connection. A high-speed Internet connection such as DSL or cable Internet access is highly recommended. You can also computer labs on campus to complete the coursework.

### ***Minimum Technical Skills Required***

Students entering this course are expected to have following technical skills:

- General computer literacy. Students should be proficient with the basic functions of standard software packages (e.g., MS Word, Excel, PowerPoint, and Adobe Reader) and standard players (e.g., QuickTime, Windows Media Player). A list of primers on many of these technologies is available at [https://apps.kennesaw.edu/portal/prod/app\\_uni\\_cdoc\\_publ/documents/](https://apps.kennesaw.edu/portal/prod/app_uni_cdoc_publ/documents/)
- A working knowledge of the D2L learning management system is required for participation in online courses.

### ***Important Dates (For all dates – check D2L Calendar)***

- First Day of Classes:
- Breaks / Holidays:
- Last Day to Withdraw:
- Proctored Exam:
- Last Day of Classes:
- Graduation: