

CRN 10802 CSU 1220 Computer/Information Science Co-op Preparation (1 SH)
Syllabus – Fall 2011 v.81111

PROFESSOR:

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Co-op website:

<http://www.ccs.neu.edu/co-op>

Assignments and Materials Website:

<http://www.ccs.neu.edu/co-op/index223.html>

CS 1220 Computer/Information Science Co-op Preparation

This course prepares students in Computer and Information Science for CO-OP through the introduction of topics such as ethics, privacy, security, responsibility, and intellectual property.

Prerequisites: No prerequisites except planning to complete a co-op in CCIS.

INTRODUCTION:

The computer and information science fields, along with the dual major fields, are fast-paced and complex professions. This course is part of preparation for the co-op process, which is mandatory for all transfer students into CCIS and CCIS dual majors. Since the long-term goal of co-op is to prepare students for the working world, the professor's standards for grading will be based, in part, on the standards of the working world. Therefore, students are expected to attend every class or seminar, and to be punctual. Homework, when assigned, is expected to be submitted on time and to have a professional appearance. Teamwork and occasional presentations will be required.

COURSE OBJECTIVES & EXPECTATIONS:

The foundation of Northeastern University's educational philosophy is that classroom learning is enriched by complimentary practical experience, and that your understanding of your practical work is enriched by your academic studies. Northeastern University's primary vehicle for providing you with this applied experience is cooperative education. Unlike a regular class—in which failure to know the material simply results in a poor grade—failure to master the policies of the co-op program may lead to an unsatisfactory job search or poor job performance. Therefore, we do all that we can to make sure that you understand everything about co-op through this course.

Passing the class is a requirement for those who wish to seek jobs that are made available through the co-op office. If you fail CS 1220, you must pass CS 1220, again, or take CS 1200 Overview 2 in the spring semester. You will not be permitted to go on co-op until you pass CS 1210 or 1220. You must have a C- or higher. Any grade below C- is an automatic F.

GRADING

- There is no assigned text for this class. Therefore, attendance is the only way for you to learn the material and serves as a major component of your final grade.
- The NO points possible on a late assignments. Late assignments are only accepted on approval of the professor.
- Assignments are due at the start of class. After assignment collection, everything is considered late, possible ½ points..
- Final resumes are expected to be perfect with no errors, typos, or formatting problems.

POINT SYSTEM

Attendance class 1	5	Attendance class 8	5	Summer Job Listing	5
Attendance class 2	5	Attendance class 9	5	Cover letter & 3 rd resume	10
Attendance class 3	5	Attendance class 10	5	COOL basics quiz	5
Attendance class 4	5	Attendance class 11	5	Final Resume	15
Attendance class 5	5	Attendance class 12	5	COOL Jobs Signup	5
Attendance class 6	5	Attendance class 13	5	Professionalism HW	5
Attendance class 7	5	Resume first draft	5	Summer Plans	5
		Resume second draft	5	<u>Culmination</u>	<u>18</u>
				*TOTAL POINTS	143

EXTRA CREDIT: May be obtained by completing your First Formal Interview by Dec. 2nd, or attending or completing the following:

- | | |
|---|------------------------------------|
| *First Formal Interview: 15 | *Career Fair: 3 (3 business cards) |
| *Co-op Expo: Attend (5) and one written page of your observations/reactions | |

***NOTE: Assignments, points and total are subject to change.**

<u>Tuesdays</u>	<u>TOPICS</u>	<u>ASSIGNMENTS and due dates</u>
Sept 13	Introduction to: Managing the Co-op Process ; Resume Preparation. Issues of concern. Mini-Manuel and Resume Guide on line. Create groups and resume writing. <i>Class activity: Maximize Your Work Experience.</i>	Due 9/20: Review Syllabus. View online Resume Guide. Use the template in the Resume Guide to create your first draft of a resume. Bring 2 copies to next class.
Sept 20	Resume Writing Presentation Resume writing and critique of first draft. <i>Class activity: Group Critiques</i>	Due: 9/27: Use edits from your classmates and what you learned from the presentation to revise your resume. Bring 2nd draft resumes to class.
Sept 27	Interviewing Introduction to Co-op Quiz and First Formal Interview. Introduction to the Co-op Quiz .	Due: 10/4: Group Presentation topics. Bring two new draft resumes to class.
Oct. 4	Professionalism & Ethics Introduction to MyNEU COOL Review ACM Code of Ethics and Professional Practice. Continue scheduling first formal interview. Assignment: Go through the MyNEU COOL online introduction. Start sign-ups for 6 jobs in MyNEU COOL.	Due 2/18: Ex-credit project for attending Expo and/or Career Fair: Due: 2/11: Bring updated copy of resume. Optional: Attend CCIS Co-op Opportunities Expo Tuesday Oct. 11 from 5 – 9 PM. Bring two new draft resumes to class.
Oct.11	INTERNSHIPS & International Co-op Guest Speakers: <i>Class Activity: Find the mistakes.</i> Extra Credit: Attend or volunteer at the CCIS Co-op Expo on Oct. 11. Attend the Career Fair on Oct. 5th. One page write up of what you observed and felt.	Due 2/18: Find a Summer Internship listing and bring it to class. Write a cover letter corresponding with this listing. Bring two draft resumes to class. One page copy of interested summer jobs.
Oct. 18	Quiz on co-op tutorial and working on group presentations.	Due by 9 AM on Monday 10/24, 2011, 6 sign-ups for jobs in yNEU COOL. New draft resumes
Oct. 25	Planning your program Employer for a day (expectations of employers/ co-op/students/Seeking a New Co-op Assignment.)	Must have completed sign-ups for 6 jobs in MyNEU COOL. Were due by 9 AM on Monday Oct. 19, 2009, yesterday. Prepare for presentations.
Nov. 1	Student Panel (if you do not attend, you must do the Student Panel written make-up exercise - available in 302 WVH)	Due 11/8: Final resume and presentations begin.
Nov. 8	Presentations - Careers in the High Tech Profession.	First formal interviews should be scheduled if not completed.
Nov. 15	Presentations - Careers in the High Tech Profession	
Nov. 22	Class and topics to be determined. Schedule first formal interviews with assigned co-op faculty coordinators.	Possibly NO Class
Nov. 29	Professional Correspondence – Phone, Email; Accepting and rejecting a job; The importance of cover letters. Introduction to the Cover Letter .	Due 12/6: Rationalization for your final grades.
Dec. 6	Last class, Discussion of grades. Job Searching Tools What's next, and course evaluations completed.	No Assignment...It's Over



CCIS Co-op Preparation Checklist

First Name

Last Name

Use the checklist below to monitor your preparation for co-op.

You are responsible for knowing the material presented in the group sessions and for completing the individual preparation steps.

Class Preparation

Date Completed

Managing the Co-op Process

Date Completed

Resume /Cover Letter/Correspondence

Date Completed

Interviewing

Date Completed

Planning your Program (Optional)

Date Completed

Student Panel/Project

Date Completed

Professionalism & Ethics

Date Completed

Employer Panel/Project

Individual Preparation

Date Completed

Interview 1- Individually Scheduled

Date Completed

Co-op Quiz- Complete and bring to Interview 1

Final Clearance

Date Completed

Students Seeking New Assignments Attend semester before starting first co-op

Date Completed

Final Clearance Meeting - Individually Scheduled