

Graduate Cooperative Education Seminars
Syllabus – Fall 2011
Computer Science, Information Assurance and Health Informatics

PROFESSOR:

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Co-op website:

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

Graduate Co-op Information:

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

Graduate Seminar Materials:

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

INTRODUCTION:

The computer science, information assurance and health informatics fields are fast-paced and complex professions. The seminar sessions will begin the process of preparing students for a career in those fields, beginning with the co-op cycle.

The seminars are part of preparation the co-op process, which is mandatory for all graduate CCIS, IA or HI students participating in the co-op program. Since the long-term goal of co-op is to prepare students for the working world, the standards for grading will be based, in part, on the standards of the working world. Therefore, students are expected to attend every seminar, and to be punctual. Homework/projects, when assigned, are expected to be submitted on time and to have a professional appearance. Teamwork and occasional presentations will be required.

CCIS Co-op Graduate Seminar (0 SH)

Prepares graduate students in Computer Science, Information Assurance and Health Informatics for CO-OP through topics such as ethics, privacy, security, responsibility, intellectual property and career preparation.

TEXT There is no assigned text for this class.

GRADING

- **Late assignments will not be accepted.**
- Assignments/projects are due at the start of class.
- Grading on resumes will be based on the appearance, accuracy and quality of the work.
- Graduate students must attend and complete all seminar sessions, as well as, receive a passing grade of B or better in their degree program's core courses: i.e. Program Design Paradigms (if appropriate), Foundations of Information Assurance or Introduction to Health Informatics and Health Information Systems. A general 3.2 GPA is required at the end of the first semester of graduate courses in order to be cleared for the co-op search.

<u>POINTS</u>	
Attendance for each Seminar	5 Total approx. 60
Resume drafts	5 Total approx. 15
Employer Project signups	6
Student reflection feedback	5
First Formal Interview	15
ESTIMATED POINTS	101

***NOTE:** **Final points will be used to determine successful completion of the seminars.**
 Additional assignments may be added to the point total.

CCIS CO-OP Graduate Seminar Schedule Fall 2011 Masters' Degree Candidates Only

If thinking about participating in co-op or needing experiential work approval, you must participate **and registrar for only one of the Co-op Seminars listed below**

NOTE: Graduate Co-op Seminars, a zero credit course, participants are expected to attend all sessions within a single seminar series to be approved for co-op or internship. Not all sessions listed below are to be attended by a student.

Seminar Sessions

13077 CS 6949-01 Session 1: 4-5:30PM	14813 CS 6949-02 Session 2: 2:50-4PM	16335 CS 6949-03 Session 3: 11AM-1:30PM	Topics	Assignments
Thurs.108 WVH	Thurs.220BK	Tues.305SH		
Sept.8	Sept.8	Sept. 13	Managing the Co-op Process, Reflections of upper-class grads. and Resume Writing Activity	<u>Due Next Session:</u> Review Syllabus. View online Resume Guide. Use the template in the Resume Guide to create your first draft of a resume. <u>Bring 2 copies to next class.</u>
Sept. 15	Sept. 15	Sept. 20	Resume Writing, Activity and Presentations. Create groups and resume writing. <i>Class activity: Maximize Your Work Experience.</i>	Use edits from your classmates and what you learned from the presentation to revise your resume. Bring 3rd draft resume to class. Bring two paper copies of resume to class. Gp cell phone videos.
Sept. 22	Sept. 22	Sept. 27	Job Searching Tools, Internships and Career Services Guests	Bring 4th draft resume to class. Find a Co-op/Internship listing and bring it to class. Write a cover letter corresponding with this listing. One page copy of interested co-op/internships jobs to next seminar.
Sept. 29	Sept. 29	Oct. 4	Interviewing (by phone and/or in person) and Correspondences. Find Examples, web searches, <u>DON'T PAY</u>	Bring group presentation topic selection. For next seminar go through the MyNEU COOL online introduction. Start sign-ups for 6 jobs in MyNEU COOL.
Wed. Oct. 5	Wed. Oct. 5	Wed. Oct. 5	University Career Fair – Cabot Gym 2-6PM (OPTIONAL)	For next seminar be prepared to share with seminar members impressions of the fair.
Oct. 6	Oct. 6	Oct. 11	Employer Project/Job Descriptions/COOL Quiz	Turn in individual and group presentation write-ups ONE WEEK after your group has presented
Oct. 13	Oct. 13	Oct. 18	Professionalism & Ethics and Presentations (2)	Turn in presentation reviews Pick up presentation reviews and disk 302WVH
Oct. 20	Oct. 20	Oct. 25	Professionalism /Ethics/Agreement Form and Presentations(2)	Turn in presentation reviews. Pick up presentation reviews and disk 302WVH
Oct. 27	Oct. 27	Nov. 1	Presentations (2)	Turn in presentation reviews Pick up reviews and disk 302WVH
Nov. 3	Nov. 3	Nov. 8	Presentations(4)	Turn in presentation reviews Pick up reviews and disk 302WVH
Nov. 10	Nov. 10	Nov. 15	Presentations(2) and Planning Your Schedule	Turn in presentation reviews Pick up reviews and disk 302WVH
Nov. 17	Nov. 17	Nov. 22	To be determined	
Nov. 24	Nov. 24		Thanksgiving - NO SEMINAR	
Dec. 1	Dec. 1	Dec. 6	To be determined	



CCIS Co-op Graduate Seminar 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 seminar sessions and for completing the individual preparation steps.

Seminar Preparation

Date Completed

Managing the Co-op Process

Date Completed

Resume/Cover Letter/Correspondence

Date Completed

Interviewing

Date Completed

Employer Projects/Career Fair

Date Completed

Student Panel/Reflection Presentations

Date Completed

Professionalism & Ethics

Date Completed

Planning your Schedule/Checklist

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