

CS1200: Overview 2 for Computer/Information Science – Spring 2011

Class Location : 108 West Village G (WVG)

INSTRUCTORS:

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CLASS WEBSITE: <http://www.ccs.neu.edu/co-op/indexOverview222.html>

INTRODUCTION:

The computer science field is a fast-paced and complex profession. This course will begin the process of preparing students for a long-term career in that field, beginning with the co-op process. Students will prepare their first professional resume and learn proper interviewing techniques. The students will gain an understanding of job opportunities and learn how to engage in the job and referral process. Students will understand and appreciate co-op policies, procedures, and expectations of the Co-op Department. Students will also be given significant instruction on professional behavior in the workplace, including discussion of ethical issues.

COURSE OBJECTIVES & EXPECTATIONS:

The foundation of Northeastern'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'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 department 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.

Since the ultimate goal of co-op is to prepare students for the working world, the instructors' standards for grading will be based, in part, on the standards of the working world. Therefore, students are expected to attend every class, actively listen and participate, and to be punctual. Homework, when assigned, is expected to be submitted on time and to have a professional appearance. Accommodations can be made for deadlines in some cases, but only if students discuss this with the instructors in advance. Teamwork and occasional presentations may be required.

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 CS1210, you must pass CS1220 in Fall of 2011 or you will not be permitted to go on co-op. To 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 maximum points possible on a late assignment will be 1/2 of possible total. Late assignments must be turned in by 5 p.m. at 302WVH on the same day as class.
- Assignments are due at the start of class. After assignment collection, all others will be considered late.
- Final resumes are expected to be perfect with no errors, typos, or formatting problems.

POINTS

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 April 7th, or attending/volunteering for the following:

*First Formal Interview: 15

*Co-op Expo: Volunteer (6), Attended (3)

*Career Fair: 3 (3 business cards)

*Corporate Field Trip: 10 point

Class Topics and Assignments by Date

<u>WEEK</u>	<u>TOPIC</u>	<u>ASSIGNMENTS</u>
Jan 14, 2011 Class 1	<u>Introduction to Overview Class.</u> Welcome back. Overview of class. Introduction to co-op, CS/IS job market, create groups and resume writing. <i>Class activity: Maximize Your Work Experience.</i>	<u>Due 1/21:</u> 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.
Jan 21 st Class 2	<u>Introduction to Resumes.</u> Guest Speaker: Dr. Simms, Co-op. <i>Class Activity: Group Critiques.</i>	<u>Due 1/28:</u> Use edits from your classmates and what you learned from Dr. Simms's presentation to revise your resume. Bring 2nd draft resume to class.
Jan 28 th Class 3	<u>Employer for a Day Activity</u> If you were an employer, how would YOU make a hiring decision?	
Feb 4 th Class 4	<u>INTERNSHIPS & International Co-op</u> Guest Speakers: Scott Keeler/Aileen Axtmayer, Career Services Lily Chryssis, International Co-op <i>Class Activity: Find the mistakes.</i>	<u>Due 2/11:</u> Find a Summer Internship listing and bring it to class. Write a cover letter corresponding with this listing. Bring 3rd draft resume to class. <u>Extra Credit:</u> Attend or volunteer at the CCIS Co-op Expo on Feb 9 th . Attend the Career Fair on Feb. 10 th .
Feb 11 th Class 5	<u>Interviewing</u> **Extra credit: Complete First Formal Interview by April 7 th	<u>Due 2/18:</u> Bring questions for Employer Panel
Feb 18 th Class 6	<u>Employer Panel: Resume and Interviewing</u> <i>Class Activity: Employer Resume Critique</i>	<u>Due 2/25:</u> Bring questions for Technical Panel
Feb 25 th Class 7	<u>The Technical Interview</u> Employer Panel	<u>Due 3/11:</u> Final Resumes are due
Mar 4 th	SPRING BREAK – NO CLASS	Have fun!
Mar 11 th Class 8	<u>Overview of Professionalism & Ethics</u> Final Resumes are due.	<u>Due 3/18:</u> Professionalism reading & questions.
Mar 18 th Class 9	<u>Professional Correspondence</u> – Phone, Email; Accepting and rejecting a job; The importance of cover letters	<u>Due 3/25:</u> Come prepared with questions regarding Fall registration
Mar 25 th Class 10	<u>Academic Advising for Sophomore Year</u> Guest Speaker: Mark Erickson (Reminder: Last day to drop courses is April 1 st) Culmination Activity Assignment.	<u>Due: 4/1:</u> Complete COOL Tutorial, edit profile, upload resume, and select 5 jobs
Apr 1 st Class 11	<u>Student Panel</u> COOL QUIZ	<u>Due 4/8:</u> Culmination activity homework
Apr 8 th Class 12	Culmination Activity	<u>Due 4/15:</u> 1 page write up
Apr 15 th Class 13	<u>Final Class</u> – Co-op Timeline, wrap-up and what's next	ENJOY YOUR SUMMER!