

INFO-Y395 (24849)

Career Development for INFO Majors

Department of Human-Centered Computing
Indiana University School of Informatics and Computing, Indianapolis
Spring 2017

Section No.: 10236 *Credit Hours:* 1
Time: Arranged
Location: IT 489, Informatics & Communications Technology Complex
535 West Michigan Street, Indianapolis, IN 46202 [\[map\]](#)
First Class: Arranged
Website: <https://iu.instructure.com/courses/1489151>

Instructors: Stephanie Marshall, B.S. in Business Management
Pat Rhodes, M.S. in Business Management
Office Hours: By Appointment
Office: IT491, IT489
Phone: Mrs. Marshall (317) 278-4143, Mrs. Rhodes (317) 278-7611
Email: stechamb@iupui.edu, patrhode@iu.edu
Website: <http://soic.iupui.edu/careers>
Prerequisites: N299

COURSE DESCRIPTION

Develops skills and knowledge that enable the student to successfully pursue the career search both at the time of graduation and later as the student progresses through their career. The course covers techniques and strategies which make the job search more efficient and effective.

Required Text(s): There is no assigned textbook for the course. Electronic resources, social media sites such as LinkedIn, and various related articles will be used extensively in the course.

Additional Readings: Articles and resources as assigned in meetings

Principles of Undergraduate Learning (PUL):

Learning outcomes are assessed in the following areas:

- 1A. Core communication: written, oral and visual skills
- 1B. Core communication: quantitative skills
- 1C. Core communication: information resources skills
2. Critical thinking
3. Integration and application of knowledge
4. Intellectual depth, breadth, and adaptiveness
5. Understanding society and culture
6. Values and ethics

EXPECTATIONS, GUIDELINES, AND POLICIES

Attendance:

A basic requirement of this course is that you will participate in all class meetings, whether face-to-face or via phone if needed. One third of the course grade is tied to attendance. There are six required meetings for the semester that make up the attendance portion of the course grade.

Only the following are acceptable excuses for absences: death in the immediate family (e.g. mother, father, spouse, child, or sibling), hospitalization or serious illness; jury duty; court ordered summons; religious holiday; university/school coordinated athletic or scholastic activities; an unanticipated event that would cause attendance to result in substantial hardship to one's self or immediate family. Absences must be explained with the submission of appropriate documentation to the satisfaction of the instructor, who will decide whether missed work may be made up. Absences that do not satisfy the above criteria are considered unexcused. To protect your privacy, doctor's excuses should exclude the nature of the condition and focus instead on how the condition impacts your attendance and academic performance.

Incomplete:

The instructor may assign an Incomplete (I) grade only if at least 75% of the required coursework has been completed at passing quality and holding you to previously established time limits would result in unjust hardship to you. All unfinished work must be completed by the date set by the instructor. Left unchanged, an Incomplete automatically becomes an F after one year. <http://registrar.iupui.edu/incomp.html>

Deliverables:

You are responsible for completing each deliverable (e.g., assignment, quiz) by its deadline and submitting it by the specified method. Deadlines are outlined in the syllabus or in supplementary documents accessible through Canvas. Should you miss a class, you are still responsible for completing the deliverable. In fairness to the instructor and students who completed their work on time, a grade on a deliverable shall be reduced 10%, if it is submitted late and a further 10% for each 24-hour period it is submitted after the deadline.

Exams/quizzes: None

Lab assignments: None

Class assignments: All students will develop a career plan to include academic/career/life related goals leading to graduation and subsequently 1 to 3 years' post-graduation. Creation of or updating of materials used to apply for professional positions post-graduation are additional requirements. Subsequent or follow-up assignments may be deemed necessary by the instructor to assist the student in reaching the goals developed for the semester.

COURSE SCHEDULE

Assignments	Due Dates
<ol style="list-style-type: none"> 1. Upload up-to-date resume 2. Create/update career plan a. Review Developing an Academic Career Plan Guide http://informatics.iupui.edu/careers/services/guide/academic-plan.htm 3. Schedule appointment with Mrs. Marshall (A-K), Mrs. Rhodes (L-Z) via email to meet on campus during the week of January 23rd 	<p>1.13.2017</p> <p>1.20.2017</p>
<ol style="list-style-type: none"> 1. Meet with assigned teacher to discuss and review career plan/resume 	1.23.2017 – 1.27.2017
<ol style="list-style-type: none"> 1. Attend SOIC (Bloomington) Career Fair (Thursday, January 26th from 11:00-4:00 Bloomington Convention Center) Extra Credit –write one-page summary 	1.26.17
<ol style="list-style-type: none"> 1. Create/update LinkedIn profile and connect with SoIC Career Services page 2. Upload revised resume 	2.3.2017
<ol style="list-style-type: none"> 1. Smart Goals Worksheet 	2.10.2017
<ol style="list-style-type: none"> 1. Attend Technology Career Fair in the Campus Center CE 450 on Wednesday, February 22nd from 11:00-3:00 and write one-page summary of event (who you met with, outcomes, interview scheduled, etc.) 	2.22.2017
<ol style="list-style-type: none"> 1. Kronos Site Visit 	2.24.2017
<ol style="list-style-type: none"> 1. Conduct two separate job searches using any job search engine (LinkedIn, company websites, etc.). Find two different positions (inside and outside of Indiana) that you would be interested in applying for after graduation. For each position, list the title, provide a hyperlink to view the job description, and provide one paragraph about why you found this position interesting. Provide a list of the skills required and if you meet the minimum qualifications. (NOTE: You will do this assignment twice.) 	2.17.17 & 2.24.17
<ol style="list-style-type: none"> 1. Schedule debrief meeting with assigned teacher: Mrs. Marshall (A-J) Mrs. Rhodes (K-Z) 	3.3.2017

All course material submitted on time will be graded within 7 days of their due date (the Sunday of the following unit). Approved late work will be graded within 5 days of the submission date.

The instructor reserves the right to make changes as necessary to this schedule. If changes are necessitated during the term of the course, the instructor will notify students of such changes in a timely manner through CANVAS Announcements.

GRADING CRITERIA/COURSE EVALUATION

Assessments	Total Points	PUL Assessed
Draft and Updated Resume	10 (5 points each)	1.A, 3, 4
Create/Update Career Plan	5	1A, 1B, 1C
Schedule Meeting Time with Assigned Instructor	5	1A, 5
Career Plan & Resume Review Meeting	15	1A, 2, 4
LinkedIn Profile	5	1A
Smart Goals Worksheet	10	1A, 2, 3
One Page Summary of SolC Technology Career Fair	5	1A, 3, 5
One Page Summary of Kronos Site Visit	10	1A, 3, 5
Job Search Assignments	30 (15 points each)	1A, 1B, 1C, 2
Debrief	5	1C, 2
Total Points	100 Points	

Attend Bloomington Career Fair Extra Credit

Grading Scale:

A+	100%	Professional level work, showing highest level of achievement
A	93–99%	Extraordinarily high achievement, quality of work; shows command of the subject matter
A–	90–92%	Excellent and thorough knowledge of the subject matter
B+	87–89%	Above average understanding of material and quality of work
B	83–86%	Mastery and fulfillment of all course requirements; good, acceptable work
B–	80–82%	Satisfactory quality of work
C+	77–79%	Modestly acceptable performance and quality of work
C	73–76%	Minimally acceptable performance and quality of work
C–	70–72%	Unacceptable work (Core course must be repeated for credit)
D+	67–69%	Unacceptable work (Course must be repeated for credit)
D	63–66%	Unacceptable work
D–	60–62%	Unacceptable work
F	Below 60	Unacceptable work

No credits toward major, minor, or certificate requirements are granted for a grade below C. No credits toward general education or elective requirements are granted for a grade below C–.

CODE OF CONDUCT

All students should aspire to the highest standards of academic integrity. Using another student's work on an assignment, cheating on a test, not quoting or citing references correctly, or any other form of dishonesty or plagiarism shall result in a grade of zero on the item and possibly an F in the course. Incidences of academic misconduct shall be referred to the Department Chair and repeated violations shall result in dismissal from the program.

All students are responsible for reading, understanding, and applying the *Code of Student Rights, Responsibilities and Conduct* and in particular the section on academic misconduct. Refer to *The Code > Responsibilities > Academic Misconduct* at <http://www.indiana.edu/~code/>. All students must also successfully complete the Indiana University Department of Education "How to Recognize Plagiarism" Tutorial and Test. <https://www.indiana.edu/~istd> You must document the difference between your writing and that of others. Use quotation marks in addition to a citation, page number, and reference whenever writing someone else's words (e.g., following the *Publication Manual of the American Psychological Association*). To detect plagiarism instructors, apply a range of methods, including Turnitin.com. <http://www.ulib.iupui.edu/libinfo/turnitin>

Academic Misconduct:

1. **Cheating:** Cheating is considered to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment.
 - a. A student must not use external assistance on any “in-class” or “take-home” examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, computers, and wireless communication devices.
 - b. A student must not use another person as a substitute in the taking of an examination or quiz, nor allow other persons to conduct research or to prepare work, without advanced authorization from the instructor to whom the work is being submitted.
 - c. A student must not use materials from a commercial term paper company, files of papers prepared by other persons, or submit documents found on the Internet.
 - d. A student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student’s individual work.
 - e. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.
 - f. A student must not steal examinations or other course materials, including but not limited to, physical copies and photographic or electronic images.
 - g. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor or program to whom the work is being submitted.
 - h. A student must not, without authorization, alter a grade or score in any way, nor alter answers on a returned exam or assignment for credit.
2. **Fabrication:** A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citation to the sources of information.
3. **Plagiarism:** Plagiarism is defined as presenting someone else’s work, including the work of other students, as one’s own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered “common knowledge” may differ from course to course.
 - a. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.
 - b. A student must give credit to the originality of others and acknowledge indebtedness whenever:
 1. directly quoting another person’s actual words, whether oral or written;
 2. using another person’s ideas, opinions, or theories;
 3. paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;

4. borrowing facts, statistics, or illustrative material; or
 5. offering materials assembled or collected by others in the form of projects or collections without acknowledgment
4. **Interference:** A student must not steal, change, destroy, or impede another student's work, nor should the student unjustly attempt, through a bribe, a promise of favors or threats, to affect any student's grade or the evaluation of academic performance. Impeding another student's work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.
 5. **Violation of Course Rules:** A student must not violate course rules established by a department, the course syllabus, verbal or written instructions, or the course materials that are rationally related to the content of the course or to the enhancement of the learning process in the course.
 6. **Facilitating Academic Dishonesty:** A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use his or her work or resources to commit an act of misconduct.

OTHER POLICIES

1. **Right to revise:** The instructor reserves the right to make changes to this syllabus as necessary and, in such an event, will notify students of the changes immediately.
2. **IUPUI course policies:** A number of campus policies governing IUPUI courses may be found at the following link: http://registrar.iupui.edu/course_policies.html
3. **Classroom civility:** To maintain an effective and inclusive learning environment, it is important to be an attentive and respectful participant in lectures, discussions, group work, and other classroom exercises. Thus, unnecessary disruptions should be avoided, such as ringing cell phones engagement in private conversations and other unrelated activities. Cell phones, media players, or any noisy devices should be turned off during a class. Texting, surfing the Internet, and posting to Facebook or Twitter during class are generally not permitted. Laptop use may be permitted if it is used for taking notes or conducting class activities. Students should check with the instructor about permissible devices in class. IUPUI nurtures and promotes "a campus climate that seeks, values, and cultivates diversity in all of its forms and that provides conditions necessary for all campus community members to feel welcomed, supported, included, and valued" (IUPUI Strategic Initiative 9). IUPUI prohibits "discrimination against anyone for reasons of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or [veteran] status" (Office of Equal Opportunity). Profanity or derogatory comments about the instructor, fellow students, invited speakers or other classroom visitors, or any members of the campus community shall not be tolerated. A violation of this rule shall result in a warning and, if the offense continues, possible disciplinary action.
4. **Bringing children to class:** To ensure an effective learning environment, children are not permitted to attend class with their parents, guardians, or childcare providers.
5. **Course Evaluation Policy:** Course evaluations provide vital information for improving

the quality of courses and programs. Students are required to complete one course and instructor evaluation for each section in which they are enrolled at the School of Informatics and Computing. This requirement has three exceptions: (a) The student has withdrawn from the course; (b) only one student is enrolled in the section (in which case anonymity is impossible); and (c) the section is a laboratory that must be taken with a course having a different section number. Course evaluations are completed at <https://soic.iupui.edu/app/course-eval/>. Course evaluations are open from the eleventh week. Course evaluations are anonymous, which means that no one can view the name of the student completing the evaluation. In addition, no one can view the evaluation itself until after the instructor has submitted the final grades for the course. In small sections, demographic information should be left blank, if it could be used to identify the student. A course evaluation must close before the grade for that course can be released. To ensure students have had ample opportunity to complete the evaluation, an uncompleted course evaluation could delay the release of the grade for up to a week.

6. **Communication:** The instructor should respond to emails within 48 hours, excluding weekends and holidays, and announce periods of extended absence in advance. The instructor should provide weekly office hours or accept appointments for face-to-face, telephone, or teleconferenced meetings.
7. **Email:** Indiana University uses your IU email account as an official means of communication, and students should check it daily for pertinent information. Although you may have your IU email forwarded to an outside email account, please email faculty and staff from your IU email account.
8. **Disabilities Policy:** In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to reasonable accommodations. Please notify the instructor during the first week of class of accommodations needed for the course. Students requiring accommodations because of a disability must register with Adaptive Educational Services (AES) and complete the appropriate AES-issued before receiving accommodations. The AES office is located at UC 100, Taylor Hall (Email: aes@iupui.edu, Tel. 317 274-3241). Visit <http://aes.iupui.edu> for more information.
9. **Administrative Withdrawal:** A basic requirement of this course is that students participate in all class discussions and conscientiously complete all required course activities and/or assignments. If a student is unable to attend, participate in, or complete an assignment on time, it is the student's responsibility to inform the instructor. If a student misses more than half of the required activities within the first 25% of the course without contacting the instructor, the student may be administratively withdrawn from this course. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and a student who has been administratively withdrawn from a course is ineligible for a tuition refund. Contact the instructor with questions concerning administrative withdrawal.
10. **Emergency Preparedness:** Safety on campus is everyone's responsibility. Know what to do in an emergency so that you can protect yourself and others. For specific

information, visit the emergency management website. <http://protect.iu.edu/emergency>

MISSION STATEMENT

The Mission of IUPUI is to provide for its constituents' excellence in

- Teaching and Learning;
- Research, Scholarship, and Creative Activity; and
- Civic Engagement.

With each of these core activities characterized by

- Collaboration within and across disciplines and with the community;
- A commitment to ensuring diversity; and
- Pursuit of best practices.

IUPUI's mission is derived from and aligned with the principal components—Communities of Learning, Responsibilities of Excellence, Accountability and Best Practices—of Indiana University's Strategic Directions Charter.

STATEMENT OF VALUES

IUPUI values the commitment of students to learning; of faculty to the highest standards of teaching, scholarship, and service; and of staff to the highest standards of service. IUPUI recognizes students as partners in learning. IUPUI values the opportunities afforded by its location in Indiana's capital city and is committed to serving the needs of its community. Thus, IUPUI students, faculty, and staff are involved in the community, both to provide educational programs and patient care and to apply learning to community needs through service. As a leader in fostering collaborative relationships, IUPUI values collegiality, cooperation, creativity, innovation, and entrepreneurship as well as honesty, integrity, and support for open inquiry and dissemination of findings. IUPUI is committed to the personal and professional development of its students, faculty, and staff and to continuous improvement of its programs and services.