College of Business and Technology
Department of Computing

CSCI 3000
Career Readiness in Computing
Summer 2025

I reserve the right to change this syllabus and/or course at any time for any reason.

Professor Information

Contact Information

Professor: Dr. Christel Young
Email: youngcd1@etsu.edu

Professor Availability

Email Hours: 8:30 am – 4:30 pm; Monday - Friday
Student Office Hours: Monday 9:30 am – 11:30 am; Wednesday 9:30 – 11:30 am; other times by appointment

Course Structure

Welcome to our class. This is an in-person course. We will meet on Monday and Wednesday from 1:30 – 4:30 pm.

Course Information

Credit Hours

This is a 3-hour credit course.

Course Description and Purpose

This course is designed to equip students with the essential personal and professional skills required for successful career entry and advancement in today's competitive job market. By integrating real-world applications and professional growth strategies, the

course prepares learners to confidently navigate employment opportunities, communicate effectively, and lead or collaborate within diverse organizational settings. Through hands-on activities such as resume development, interview practice, meeting facilitation, and business scenario analysis, students will build a strong foundation in soft skill competencies that support long-term career success. The purpose is to empower students to present themselves professionally, solve business challenges collaboratively, and continue their development beyond college, ensuring they are well-prepared for the evolving demands of the professional world.

Course Objectives and Learning Outcomes

1. Prepare a professional resume and develop/practice interview skills
2. Develop meeting facilitation skills
3. Understand different approaches to communication
4. Develop and practice presentation skills
5. Develop professional and interpersonal skills
6. Participate in a team-oriented evaluation of a realistic business scenario and deliver a management-level presentation outlining a recommended solution/approach

Major Topics

1. Interviewing
2. Professional branding and protection
3. Presentation skill development
4. Business proposal development and presentation

Course Requirements

Textbooks and Readings

No textbook is required for this course. I do reserve the right to assign supplemental reading materials that will help expand your knowledge about the course topic.

Classroom and Communication Policies

Use of D2L

Desire2Learn will be used in class for resource distribution, homework submission, grade reporting, and other class elements. Students should check the D2L site for the class frequently. Feedback for most graded items will be given through D2L.

Quizzes given in D2L will be machine graded in order to allow students to see their scores immediately. Be aware however that machine grading may mark something wrong for which credit will be given. (Example: question answer was to be "World Wide

Web" but "World Wied Web" was accidentally entered by the student as the question response.) Students should check their quiz scoring in D2L.

Students can keep track of their course grades throughout the semester using D2L. Note that final grades may be adjusted due to the policies outlined in this document.

Email Communication

Email is the preferred mode of communication for this course between class meetings. Emails must follow the professional guidelines discussed in class to help me efficiently respond in a timely manner. Please format your email with the following information:

- A pertinent subject line including your course and section number CSCI-3000 – (insert the subject of your email)
  Ex. CSCI-3000 – Interview Questions
- A greeting and closing, including your name

I will get back to you in two business days, but if I do not, please email me again in case it was overlooked. I will not respond to questions about an assignment on weekends and within 12 hours of the deadline unless there is a D2L outage or other hindrance. Therefore, you should start on assignments early to give enough time for questions.

Attendance and Participation

Students should contact the professor regarding any extenuating circumstances regarding attendance.

Students are expected to attend all class sessions and **actively** participate in class activities. However, if you are sick, please do not attend in-person classes and inform your professor of the reason for your absence in advance of your absence. We will work with you to catch up on lectures and assignments. Because of our tight schedule for this course, you will need to schedule a meeting with Dr. Young after the second missed class session to develop a plan of action to meet attendance expectations.

Occasionally, situations may cause a student to miss class (sickness, death of a loved one, car trouble, etc.). You are expected to inform your professor in advance of your absence. If you cannot contact your professors in advance, please communicate as soon as possible, and your professors will discuss your situation.

You will not be penalized for missing class if you are sick or have a mutually agreed-upon reason for missing class as long as you communicate in a timely manner with your professor.

If you do not communicate with your professor in a timely manner and do not have a mutually agreed-upon reason for missing class, you will be given a 0 for any assignments done in class that day or where attendance was required.

Federal Title IV regulations require the Financial Aid Office to verify attendance for the students receiving financial aid so that they remain eligible for their award. In support of this regulation, the university requires professors to report whether each student in this class attends regularly. This report is submitted early in the semester. The professor will collect attendance at the start of class.

It is university policy that students are to attend classes for which they are registered. Experience has shown that students who do not faithfully attend class have a greatly reduced likelihood of mastering class material. Additionally, actively engaging in the class has been shown to increase the likelihood of success.

Quizzes are usually given each week via D2L that covers the week's key learning objectives. When students miss class, they must find out what material was missed and be prepared for upcoming class elements. This should be done promptly after any absence so as not to fall behind. Students who are absent on days when homework or assignments are given should refer to D2L for assignment requirements. If the student needs additional information, the student should contact an professor for assistance. Due dates are not adjusted due to student absence.

Punctuality

Classes begin promptly at the designated time. Students arriving late distract other students, disrupt class flow, and ultimately waste others' time. Respect for others requires being in place and ready to begin at the scheduled time.

If students repeatedly arrive late, the professor reserves the right to implement the following policy. The classroom door will be locked five minutes after the scheduled start time of class (lecture and lab). Students arriving after this time will be unable to enter the classroom.

Technology Usage

Students are encouraged to use technology tools in a manner that will support their academic progress in the course. Students are encouraged to select a method that will minimize distractions for notetaking. It can be either digital or paper. The goal is to be fully present in the class and engaged in the learning process.

*Use of any electronic device in a manner that distracts other students, or disrupts the learning environment, will **not** be tolerated. Students are expected to exercise self-discipline in this matter and exhibit professionalism in their conduct. As stated above, students that distract*

other students, or the professor, or otherwise disrupt the learning environment can be dismissed from the class.

Please silence cell phones and other devices during class time. Should a student receive a call that requires their urgent attention, they should quietly leave the room and carry on the conversation outside of the classroom, so as not to disturb the class.

Special Considerations

The practice interview assignment for this class will allow each student to participate in a practice interview with business professionals. These individuals volunteer their time to help students improve their interview skills. To maximize the effectiveness of the practice interview, the professor will forward a student-written email containing the student's resume and cover letter to the student's respective interviewers.

Your approval is required as this involves sharing FERPA-protected information, such as student name, email address, etc., with individuals external to ETSU. In an upcoming syllabus quiz, you will have the opportunity to approve the sending of your email, resume, and cover letter to these individuals. If you disapprove, you are **not** exempt from the practice interview. Still, you will be responsible for eliminating FERPA-protected information from your documents prior to sending them to the interviewers.

Assignment Submission Guidelines

Please carefully review the submission guidelines of your assignments. Creating a learning environment that promotes the learning objectives of the course and supports students' personal professional journeys necessitates Attempting to submit an assignment using an alternative method without prior approval, will not be graded.

Late and Missing Submission Policy

Assignments, quizzes, in class exercises, or exams will not be accepted after the deadline (due date) UNLESS the professor and student agree that there is a legitimate reason for a deadline extension well in advance of the deadline. Note that a "legitimate reason" does not include starting the assignment too late. Please be aware that the professor will not respond to a request for a deadline extension if the request is made the day the assignment is due, or after the assignment deadline.

Requests for an assignment extension or excused absence for an in-class assignment, or assignment where attendance was required, will not be considered unless the student notifies the professor in a timely manner, and there is a mutually agreed upon reason for the absence.

Exams and major projects (team projects, individual and team presentations, etc.) will not be accepted late without prior approval from the professor.

Graded items completed during a class period (quizzes, in-class assignment, discussions, etc.), missed due to a student being late or absent without prior notification, may not be made up and will be scored as a 0.

Other graded items completed outside of class (lab assignments, homework, quizzes, career fair, etc.) are due on the date and time designated.

When a D2L dropbox is used for assignment submission, students must take care to ensure that they have completed the entire file upload process for their submission. After uploading a file, students should check the dropbox to verify the file was received by D2L. D2L also automatically sends a confirmation email. Students submitting items late due to not following these instructions will still be held to the late policy described above.

All work designated for submission via D2L must be submitted in that manner. Assignments will only be accepted in the format specified in the assignment. Assignments submitted in the wrong format or to the wrong dropbox will receive a 0.

Grading Policy

Your final grade will be calculated as a weighted average using the following weights:

Quizzes	10%
Practice Interview	20%
Resume / Cover Letter / References / LinkedIn Preparation	30%
Business Scenario (Meeting, Summary, Presentation)	30%
Activities (not otherwise listed)	10%

Grading Scale

The following grading scale will be used to assign your final grade:

Over 93%	A
Over 90%	A-
Over 87%	B+
Over 83%	B
Over 80%	B-
Over 77%	C+
Over 73%	C
Over 70%	C-
Over 67%	D+
Over 60%	D
Under 60%	F

Group Projects

When group projects are assigned, it is each individual's responsibility to contribute to the work being done. If a team member is making a good faith effort to be involved in a

group project, but their contribution is being rejected, the student should contact the professor immediately.

If a team member is not contributing, the team should first try to engage this team member. If unsuccessful, the professor should be notified. The professor will contact the noncontributing student to communicate their options related to the group project. *Options may include the student remaining on the team, performing the project individually, performing an alternate assignment individually, or the student receiving a reduced grade (typically a 0) for the project.*

For group projects, the group will be assigned a score based on their overall performance and work product. The group may be asked to complete peer evaluations in which each team member will report on the work done by the others on the team. In this case, these evaluations can be used to raise, or lower individual team members' scores based on their actual contribution. Although a group grade will be given initially, all members of the group will receive an individual score. *A group member who in the evaluation of the group does not contribute to the group's work product will receive a lowered score. It is therefore possible for some members of a group to receive an 'A' while other members of the group receive an 'F'.*

Extra Credit

Students often ask how they can earn extra credit, or receive additional points added to their final grade at the end of the semester. **Extra credit assignments are not part of this class, and the professors do not round up final grades.** Professors do reserve the right to add points to a student's final grade if that student has shown outstanding participation and professionalism in the class, as outlined here.

Makeup Work

If an assignment has been missed and approval was granted by the professor for a late submission, the student and the professor will outline the terms of the makeup work agreement. Communication will be important to maintaining the mutually respectful process and eliminatate anxiety that can cause frustration. Students will be expected to abide by the agreement. Until the assignment is completed, the grade will be recorded as a zero. Once the assignment is received and the professor has an opportunity to assessment the assignment, the grade will be updated as needed.

Incomplete Grades

Grades of "I" will only be given for extreme extenuating circumstances. These circumstances must be fully documented according to ETSU's policies. If these circumstances arise, notify your professor immediately.

Grade Corrections

It is important to check your grades regularly to be sure that you know how you are performing in a course. If you find what you believe to be an error, you should bring it to

my attention. To minimize extra work, I require that requests to review a grade be made via email within one week of the grade posting. After that date, the grade will be assumed to be correct and, therefore, permanent. Once the semester ends, no grade reviews will be conducted unless a major error has been detected.

Academic Integrity

We value your contributions to the academy. The expectation is that you will create information and academic products that were generated using the synthesis of ideas while avoiding plagiarism by attributing the original creator. Failing to give credit to the creators of the work you have cited or quoted directly, erodes academic integrity. Please cite your sources.

Plagiarism is submitting work without giving credit to the authors and creators of ideas and other intellectual property that you have used to produce your new work. Be sure that you do not share your work with anyone.

Please review the following resources concerning Academic Integrity:

- Plagiarism Policy - http://catalog.etsu.edu/content.php?catoid=19&navoid=965#Plagiarism_Policy · ETSU Honor Code - http://catalog.etsu.edu/content.php?catoid=19&navoid=965#Honor_Code
- ETSU Honor Pledge - http://catalog.etsu.edu/content.php?catoid=19&navoid=965#Honor_Pledge
- ETSU Academic and Classroom Misconduct - http://catalog.etsu.edu/content.php?catoid=19&navoid=965#ACADEMIC_AND_CLASSROOM_MISCONDUCT__0240-3-2-.03

As noted in the ETSU Syllabus Attachment, the ETSU Honor Code states that:

East Tennessee State University is committed to developing the intellect and ethical behavior of its students. Students found to be in violation of policies on plagiarism, cheating, and/or fabrication will be held accountable for their actions. Any knowledge of academic misconduct should be reported. Students are expected to act with honesty, integrity, and civility in all matters. By becoming a member of the campus community, students agree to live by the standards of the honor code and, thereby, pledge the following: "I pledge to act with honesty, integrity, and civility in all matters." (Honor Code and Pledge revised and adopted February 16, 2012.)

All work MUST be your OWN work! This applies to projects, quizzes, exams and in-class lab exercises.

Penalties for cheating will be imposed at instructor's discretion, typically based on an assignment's relative importance to the overall grade and a student's past history (if any) of academic misconduct. (*Adapated from Dr. Tony Pittarese's course policies.*)

AI Usage Policy

It is crucial that students have the opportunity to fully explore and utilize their creative intellect. Given the rapidly evolving technological landscape, implementing an AI Usage policy has become necessary. AI tools may be used to help generate ideas for assignments, assist with grammar, spelling, and syntax (such as Grammarly), and aid in revising work that you have created. However, using an AI tool to produce the entirety of an assignment submitted in this course is a violation of our Academic Integrity policy. Please refer to the policies listed above for information on how such instances will be addressed.

Inclement Weather Policy

BlueSky Tennessee Institute follows the University of Tennesee at Chattanooga and ETSU's main campus closure actions. If either institution is closed due to inclement weather, please look for announcements posted in D2L and emails for updates concerning class participation.

Student Services and Technical Resources

Student Services

The **ETSU Services webpage** includes a comprehensive list of services available to all ETSU students.

Academic Accommodations for Students with Disabilities

It is the policy of ETSU to accommodate students with disabilities, pursuant to federal law, state law and the University's commitment to equal educational access. Any student with a disability who needs accommodations, for example arrangement for examinations or seating placement, should inform the professor at the beginning of the course. Faculty accommodation forms are provided to students through Disability Services in the D.P. Culp Center, Room 326, telephone 423-439-8346. **Visit the Disability Services webpage for more information**.

Technical Resources

Information Technology Services Help Desk

The Information Technology Services (ITS) Help Desk is the best resource for most technical problems. Find answers to common questions on the Help Desk website, call, email, or stop in to see them on the first floor of the Sherrod Library. Phone: 423-439-4648 Email: itshelp@etsu.edu

Desire2Learn (D2L) Online Help

Many answers to D2L related questions can be found on the [D2L Help Student Home](#). If you are still having trouble finding what you need, contact the Help Desk.

ETSU Technical Resources

Many other technical resources can be found on the [Online Help webpage](#).

University Information

ETSU Catalogs

[Current ETSU Catalogs](#)

Attribution

In the spirit of academic integrity and collaborative learning, I want to acknowledge the contributions that shaped this syllabus. The foundation of this document draws from valuable resources generously shared by colleagues Mr. Mike Austin, Mr. Jeff Fraley, and Dr. Tony Pittarese. Their expertise and willingness to share best practices have significantly enhanced the quality of this course outline. Additionally, in an effort to refine and optimize the document, I utilized AI language models ChatGPT and Claude.ai. These tools helped in clarifying language, suggesting additional elements, and ensuring comprehensiveness. By leveraging both human expertise and innovative technologies, I aim to provide you with a well-structured, clear, and comprehensive guide for our course. This approach reflects my commitment to continuous improvement in course design and transparency in educational practices.

June 2025

Module 1: Professional Foundations – Building Your Toolkit

6/9 – Monday	6/10 – Tuesday	6/11 – Wednesday	6/12 – Thursday
Class Introduction Syllabus Activity		Resumes – Objective, Relevant Experience, Skills	

Module 1: Professional Foundations – Building Your Toolkit

6/16 – Monday	6/17 – Tuesday	6/18 – Wednesday	6/19 – Thursday
Resumes, References, and Cover Letters In-Class Resumes Building Activity		Managing Your Professional Brand LinkedIn	

Module 2 - Communicating Your Value – Interviewing & Branding in Action

6/23 – Monday	6/24 – Tuesday	6/25 – Wednesday	6/26 – Thursday
Managing Your Professional Brand Elevator Pitch Challenge		Interview Skills – S.T.A.R. Giving/Receiving Feedback In-Class Interview Practice	

Module 2 - Communicating Your Value – Interviewing & Branding in Action

6/30 – Monday			
No Class			

July 2025

Module 3: Agile Time – Leading with Focus and Flexibility

	7/1 – Tuesday	7/2 – Wednesday	7/3 – Thursday
		Time Management in Computing - SCRUMIA Meeting Leadership Skills	

Module 4: Project Launch – Communication & Discovery

7/7 – Monday	7/8 – Tuesday	7/9 – Wednesday	7/10 – Thursday
Business Project Kick-off Requirements Gathering Part 1 Effective & Efficient Communications		Requirements Gathering Part 2	

Module 5: Professional Presence – Presentations, People, and Panels

7/14 – Monday Components of Great Presentations	*7/15 – Tuesday*	*7/16 – Wednesday* Creating and Delivering Effective Presentations	*7/17 – Thursday*
Module 5: Professional Presence – Presentations, People, and Panels			
7/21 – Monday New Hire Panel	*7/22 – Tuesday*	*7/23 – Wednesday* Practice Interviews Working With People	*7/24 - Thursday*
Module 6: Capstone Collaboration – Delivering the Vision			
7/28 – Monday Collaborative Work Session	*7/29 – Tuesday*	*7/30 – Wednesday* Collaborative Work Session	*7/31 - Thursday*
August 2025			
Module 6: Capstone Collaboration – Delivering the Vision			
8/4 – Monday Team Presentations	*8/5 – Tuesday*	*8/6 – Wednesday* Team Presentations	*8/7 – Thursday*
Module 6: Capstone Collaboration – Delivering the Vision			
8/11 – Monday Team Presentations	*8/12 – Tuesday*	*8/13 – Wednesday – LAST DAY OF CLASS* Team Presentations	*8/14 - Thursday*