

# CSCI 292.2: Preparing for a Career in Computing

## Spring 2015

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## Description

This course considers the skills a student needs to prepare for a career in the computing disciplines. Whether students are preparing for an internship, a co-op, or their first full-time job after graduation, certain skills are necessary as you locate, apply, interview, and negotiate for a position. This course considers building a strong career toolkit including exploring areas of the computing industry, resume/cover letter preparation, job/internship search preparation, interview skills, salary negotiation, social media and professional etiquette in the workplace. In addition, we consider specific technical topics such as version control software, database queries, and how to learn new languages and software libraries.

## Course Goals

Upon completion of this course, a successful student will be able to:

- Communicate effectively about their technical and non-technical skillsets with employers.
- Use their career toolkit (resume, cover letter, self-assessment instruments) to begin building a strong professional network that will enhance their ability to make solid career decisions and conduct a successful internship search
- To feel comfortable interacting with others in a professional work environment consisting of peers (other co-ops), co-workers and supervisors.

## Course Policies

- **Absences:** Your attendance is expected at each class meeting, but we understand that students occasionally get sick, have obligations outside Moravian, and even oversleep. If you do miss class, please send us an email explaining your absence -- preferably before the class session. Regardless of your reason for missing class, you

are responsible for the contents of reading assignments, handouts, class activities, and class email.

- **Academic Honesty:** You are *encouraged* to discuss the material and work with other students in the course.
- **Disabilities:** Students who wish to request accommodations in this class for a disability should contact the Assistant Director of Academic and Disability Support in the Academic Support Center, Monocacy Hall, lower level, or by calling 610-861-1401. Accommodations cannot be provided until authorization is received from the Academic Support Center.

## Grade Assignment

This course is offered on a pass/no credit basis based on how many of the assignments (below) you complete. To pass the course, students must complete all the assignments marked **required** and at least 10 points of other assignments.

## Schedule

- Week 1
  - Introduction to course
  - Completion of StrengthsQuest
- Week 2
  - Relating your course of study to a career
  - Job/industry trends
- Week 3
  - Building a career toolkit-overview of resumes/cover letters-marketing your experiences to employers
- Week 4
  - Professional vs. social networking
  - Introduction to informational interviewing
  - Building a professional network
- Week 5
  - Internship/Job Searching
  - Preparing for a career fair
- Week 6
  - Interviewing
  - Lehigh Valley Collegiate Career Expo!
- Week 7
  - Wrap-up of career fair
  - git and github

- Week 8
  - Spring Break! Take time to refresh and get ready for the last half of the semester!
- Week 9
  - Relationship building in the search and at work
  - Making contributions to open-source projects
- Week 10
  - Moravian College Career and Internship Fair
  - Databases and SQL
- Week 11
  - Expectations of interns/co-ops at work
  - Online tutorials and short courses
- Week 12
  - Building a professional reputation
  - Your actual job vs. what you signed up for
  - Other duties as assigned
- Week 13
  - Handling stress at work
  - Bumps in the road and navigating through using your support system at Moravian College and at work.
- Week 14
  - Networking in your industry-leveraging your internship into full-time work
- Week 15
  - Putting it all together!

The details of this syllabus and schedule are subject to change based on our progress through the material.

# Assignments

## Required:

- Professional Materials (resume, cover letter, LinkedIn)
- Attend one career fair (either LVCCE on 2/25 or Moravian College Job/Internship Fair on 3/26)
- Mock interview (non-technical)
- Informational interview with industry professional
- Final analysis paper

## Optional:

- (2 points) Attend an additional career fair (either LVCCE on 2/25 or Moravian College Job/Internship Fair on 3/26-whichever was not attended as required above)
- (2 points) Make contributions to open-source projects through GitHub
- (2 points) Technical Mock Interview
- (1 point) ACM membership
- (1-2 points) Attend additional Career Center event-see Career Center events calendar for list of programs/events
- (1 point) Upload resume on Hound Hire Link
- (1 point) Complete LinkedIn account and join Moravian College and career-related groups
- (1 point) Career Center Individual Career Advising Appointment
- (1 point) StrengthsQuest follow-up exercise
- (1 point) Peer evaluation of mock interview

Other optional and/or required assignments may be added during the semester.