

Syllabus

CSCI 292.2: Preparing for a Career in Computing

Spring 2015

Ben Coleman
colemanb@moravian.edu
214 PPHAC
Office Hours: MWF 10:15-11:15; R 10:00-11:00
or by appointment
610-625-7781

Amy Saul
saula@moravian.edu
HUB, Center for Career and Civic Engagement
Office Hours: Monday 2:00-4:00
or by appointment
610-861-1508

Course 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.

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
- Interact 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 whether you complete the assignments. To pass the course, students must complete all the assignments.

Assignments

- **Resume and Cover Letter** - We will discuss how to complete a resume and Cover letter. You will submit these documents for approval and then post them to Hound Hire Link.
- **Complete your LinkedIn Account** - We will discuss how to use LinkedIn effectively, and you will how much you can/should add to this account.
- **Attend at least one Career Fair** - Two career fairs will be offered during the semester. We will discuss how to make the most of these events.
- **Complete an informational Interview** - We will discuss the value of informational interviews and how to set one up.
- **Mock Interview (non-technical)** - We will discuss interview skills and provide an opportunity for you to practice.
- **Mock technical interview** - We will discuss strategies and provide an opportunity for you to practice.
- **Final Paper** - You will write a paper summarizing how the material from the course has prepared you for a computing career.