

**Fayetteville State University**  
**College of Arts and Sciences**  
**Department of Mathematics and Computer Science**  
**CSC 300-01 Professional Practice in Computing, Fall 2010**  
**Course Syllabus**

**I. Locator Information:**

Course Number and Name: CSC300-01 Professional Practice in Computing  
Instructor: Dr. Mingxian Jin Office Location: SBE 336  
Office Phone: 672- 1558 Email address: [mjin@uncfsu.edu](mailto:mjin@uncfsu.edu)  
Office hours: T R 8:15am-11:00am; W 1:00 pm-3:30 pm; or by appointment  
Semester Credit Hours: 2  
Day and Time Class Meets: M W F 8:00-8:50am (if meet)

**FSU Policy on Electronic Mail:** Fayetteville State University provides to each student, free of charge, an electronic mail account that is easily accessible via the Internet. The university has established email as the primary mode of communicating with enrolled students about impending deadlines, upcoming events, and other information important to student progression at the university. Students are responsible for reading their email on a regular basis to remain aware of important information disseminated by the university. The university maintains open-use computer laboratories throughout the campus that can be used to access electronic mail.

Students making inquiries via email to FSU faculty and staff about academic records, grades, bills, financial aid, and other matters of a confidential nature are required to use their FSU email account.

Rules and regulations governing the use of FSU email may be found at:

<http://www.uncfsu.edu/PDFs/EmailPolicyFinal.pdf>

**II. Course Description:**

This course requires preparation and submission of a comprehensive report based on actual employment experience in a computer-science cooperative job or internship. This is the course substitution available for Cooperative Education courses, and it may be repeated to a maximum accumulation of six credit hours at a rate of two credit hours per semester.

Prerequisites: admission to the cooperative education program and majoring in computer science.

**III. Textbook:** N/A

**IV. Student Learning Outcomes:**

Upon completion of this course, students will

- Apply knowledge of computing or mathematics in their professional services
- Gain an understanding of professional, ethical, and social responsibilities through performing their professional services
- Demonstrate effective written communication by maintaining a journal of their professional services
- Demonstrate effective written communication by writing reports that addresses specific questions relative to their individual professional services

**V. Course Requirements and Evaluation Criteria:**

Students are required to submit the following documents and their respective evaluation scales are as shown:

1. Complete and signed student learning contract (the first 5 pages) -- 20%  
A copy of this document can be downloaded from Blackboard/the course website or at [http://www.uncfsu.edu/careerServ/forms/STUDENT\\_LEARNING\\_CONTRACT.pdf](http://www.uncfsu.edu/careerServ/forms/STUDENT_LEARNING_CONTRACT.pdf)

2. Maintain a journal recording working dates and hours and description of jobs -- 30%
3. Midterm report - 20%  
You are required to follow the guideline provided on Page 6 in the student learning contract
4. Final report – 30%  
Again, you are required to answer all the questions asked on Page 7 in the student learning contract.

Please submit all the paperwork before the due dates (see below). Late submission will be subject late penalty by 10% off per calendar day.

**VI. Academic Support Resources: N/A**

**VII. Course Outline and Assignment Schedule (important dates)**

- **Tuesday September 7<sup>th</sup>** -- Complete and signed student learning contract (the first 5 pages) due
- **Monday September 20<sup>th</sup>** -- The first submission of your journal due
- **Monday October 11<sup>th</sup>** -- Mid-term report due
- **Monday November 1<sup>st</sup>** -- The second submission of your journal due
- **Friday November 26<sup>th</sup>** -- Final report due

You will be regularly communicated by email about your course progress. So it is VERY important that you check your university email and Blackboard – the course website and keep updated. Documents can be submitted electronically on Blackboard, except for the ones that have signatures which should be submitted in person.

**VIII. Teaching Strategies N/A**

**IX. Bibliography: N/A**