

**SYLLABUS: Senior Seminar**  
**CS 495, Section 1, First Block – VH 1328**  
**Fall 2022**

**Instructor:** Dr. Alan Garvey  
**Office:** VH 2166  
**Phone:** x7600  
**E-Mail:** [agarvey@truman.edu](mailto:agarvey@truman.edu) (in general I will respond within 24 hours, often much more quickly, perhaps as much as 48 hour response times on weekends, sometimes.)  
**Website:** Generally, course information is available on the class webpage on my web server at: <http://vh216602.truman.edu/agarvey> Additional course information including the gradebook is available on Blackboard.

**Office Hours:** MWF 10:30-11:30am, Tu 9am-1:30pm

Please review important support instructions for online learners available at [online.truman.edu](http://online.truman.edu). This site will provide you with the most up-to-date information on important University resources and where to access them.

## **WELCOME**

I'm glad you are taking this course. This course is meant to prepare you for graduation with your CS degree and beyond.

## **REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION**

### **Required Reading Material (Books for Purchase)**

There is no required textbook for this course.

### **Required Reading Material (Accessible Articles or Chapters Online – Not for Purchase)**

Any additional reading materials will be provided on the class webpage.

**Bookstore Website:** <https://www.bkstr.com/trumanstatestore/home>

**Truman Library Website:** <http://library.truman.edu/>

## **PREREQUISITES, MINIMUM TECHNOLOGY, AND SKILL REQUIREMENTS**

### **Prerequisites**

Declared CS major and Senior status.

### **Minimum Technology Requirements**

To successfully participate in this course, you need:

- Reliable broadband internet connection (Cable modem, DSL, or satellite)
- Relatively new operating system so that you can get technical support if needed (Windows 7 or newer, Mac OSX, etc.)
- Internet browser compatible with Blackboard, such as Firefox or Chrome or Safari. See [Blackboard's help page](#) for more details.
- Computer with speakers for listening to videos, microphone, and camera

### **Minimum Technical Skills**

To be successful in the course, you need to be able to:

- Access the internet and navigate websites using a web browser
- Use word processing to complete written assignments
- Navigate Blackboard and use it to submit assignments
- Be comfortable using Zoom for synchronous class work and office hours
- Be comfortable using your computer microphone, speakers, and video camera.
- Send and receive email, **and check your email at least once daily.**
- Access the library and other online resources when off campus by using a [VPN](#) or [view.truman.edu](http://view.truman.edu).
- Access the Department Linux server (ice.truman.edu) and navigate your way through the Linux environment, if you choose to use this server.

### **Technical Expectations for Completing Assignments and Exams**

To complete assignments you need to be able to navigate the class web site and prepare documents using LaTeX or Microsoft Word or other text creation software. Assignments will be made available through the class web site and submitted using the Assignment Submission form on the vh216602 server. If you have a problem submitting an assignment you should email me an attachment of your work, but this should only be used if the Assignment Submission form fails.

## **GENERAL COURSE INFORMATION**

### **Introduction to the Course**

This course is meant to be taken in your next-to-last semester at Truman. It contains content relevant to completing your CS major and graduating, as well as useful information for your next step after Truman (such as employment or graduate school).

### **Course Description**

*Topics designed to aid computer science students in preparation for employment, graduate study, completion of degree requirements, and life as a computer science professional. This course should be taken in the first semester of the final year of the student's degree program.*

### **Course Objectives**

This course will provide students with information about the end-game of the computer science major, including the computer science Major Field Test (MFT), the senior capstone in computer science, finding a job in a technical field, how to apply to graduate school, the Truman senior portfolio, and critical thinking in computer science.

### **Learning Outcomes**

After taking this course, the student should be able to:

- Use a technical document preparation system to clearly and concisely frame computer science arguments and knowledge.
- Earn at least 50% on the MFT.
- Know and understand the steps and requirements for completing the senior computer science capstone.
- Prepare a technical résumé.
- Be successful in technical interviews.
- Write an effective personal statement.
- Complete the Truman Senior Portfolio.
- Demonstrate critical thinking mastery in a written presentation of a computer science topic.

### **Availability of Course Content**

Course content will be available on a combination of Blackboard and the class website ([vh216602.truman.edu/agarvey](http://vh216602.truman.edu/agarvey))

### **Credit Hour Justification:**

CS 495 carries one hour of credit and is a first block course. This means that you should expect to spend an average of six hours per week on the course. These six hours include attending lectures, and preparing homework submissions.

## **IMPORTANT UNIVERSITY POLICIES AND PROCEDURES**

### **Disability Services:**

To obtain disability-related academic accommodations students with documented disabilities must contact the course instructor and the Office of Student Access and Disability Services (OSA) as soon as possible. Truman complies with ADA requirements. For additional information, refer to the Office of Student Access and Disability Services website at <https://disabilityservices.truman.edu/>. You may also contact OSA by phone at (660) 785-4478 or [studentaccess@truman.edu](mailto:studentaccess@truman.edu).

### **Emergency Procedures:**

In each classroom on campus, there is a poster of emergency procedures explaining best practices in the event of an active shooter/hostile intruder, fire, severe weather, bomb threat, power outage, and medical emergency. This poster is also available as a PDF at this link: <http://police.truman.edu/files/2015/12/Emergency-Procedures.pdf>. Students should be aware of the classroom environment and note the exits for the room and building. For more detailed information about emergency procedures, please consult the Emergency Guide for Academic Buildings, available at following link:

<http://police.truman.edu/emergency-procedures/academic-buildings/>

This six-minute video provides some basic information on how to react in the event there is an active shooter in your location: <http://police.truman.edu/emergency-procedures/active-shooter/active-shooter-preparedness-video/>.

Truman students, faculty, and staff can sign up for the TruAlert emergency text messaging service via TruView. TruAlert sends a text message to all enrolled cell phones in the event of an emergency at the University. To register, sign in to TruView and click on the "Truman" tab. Click on the registration link in the lower right of the page under the "Update and View My Personal Information" channel on the "Update Emergency Text Messaging Information" link. During a campus emergency, information will also be posted on the TruAlert website <http://trualert.truman.edu/>.

### **Discrimination and Title IX:**

Truman State University, in compliance with applicable laws and recognizing its deeper commitment to equity, diversity and inclusion, which enhances accessibility and promotes excellence in all aspects of the Truman Experience, does not discriminate on the basis of age, color, disability, national origin, race, religion, retaliation, sex (including pregnancy), sexual orientation, or protected veteran status in its programs and activities, including employment, admissions, and educational programs and activities. Faculty and staff are considered "mandated reporters" and therefore are required to report potential violations of the University's Anti-Discrimination Policies to the Institutional Compliance Officer.

Title IX prohibits sex harassment, sexual assault, intimate partner violence, stalking and retaliation. Truman State University encourages individuals who believe they may have been impacted by sexual or gender-based discrimination to consult with the Title IX Coordinator who is available to speak in depth about the resources and options. Faculty and staff are considered

“mandated reporters” and therefore are required to report potential incidents of sexual misconduct that they become aware of to the Title IX Coordinator.

For more information on discrimination or Title IX, or to file a complaint contact:

Ryan Nely, Institutional Compliance Officer, Title IX and Section 504 Coordinator  
Office of Institutional Compliance  
Violette Hall, Room 1308  
100 E. Normal Ave  
Kirksville, MO 63501  
Phone: (660) 785-4354  
[titleix@truman.edu](mailto:titleix@truman.edu)

The institution’s complaint procedure can be viewed at: <http://titleix.truman.edu/files/2015/08/University-Complaint-Reporting-Resolution-Procedure.pdf> and the complaint form is accessible at <http://titleix.truman.edu/make-a-report/>

## IMPORTANT CONTACTS

Various offices that provide services to online students are identified at the [One Stop Services](#) page on [online.truman.edu](http://online.truman.edu). Should you need to consult with administrators that oversee this department and course, here is the contact information for those individuals:

**Computer Science Department Chair:** Alan Garvey  
Violette Hall 2166  
785-7600  
[agarvey@truman.edu](mailto:agarvey@truman.edu)

**Dean, School of Science and Mathematics:** Dr. Tim Walston  
Magruder Hall 2004  
785-4248  
[samdean@truman.edu](mailto:samdean@truman.edu)

Hopefully your experience with this class is positive. When and if you feel a complaint about this or another course is required, however, the procedure for lodging a complaint can be found on the University’s [Report a Complaint](#) page. Students taking an online course from outside of the state of Missouri should follow the complaint procedure [offered here](#). **Students are always asked to address their complaint to the professor of the course first when possible, then take their concerns to the Department Chair if the matter cannot be resolved with the faculty member.**

## LEARNER SUPPORT

The University provides a range of both academic and student support services to ensure your success. These offices can advise you on learning strategies, point you toward valuable services, and help you troubleshoot technical problems as they arise.

### Center for Academic Excellence

[The Center for Academic Excellence](#) provides advising services for students in their first year for most departments, as well as tutoring services. The Center is located in PML 109 and it may be reached at 660-785-7403.

### Counseling Services

[Counseling Services](#) are available on campus at McKinney Center. Appointments may be scheduled by calling (660) 785-4014.

An after-hours crisis line is also available at 660-665-5621.

## IT Help Desk

The [IT Service Center](#) has combined the IT Call Center, Help Desk and Telephone Services into a one-stop location to serve you. You will find the following services and more when you stop by Pickler Library 203 or call 660-785-4544. You may submit a customer support ticket at [this web address](#).

## Office of Student Access and Disability Services

To obtain disability-related academic accommodations students with documented disabilities must contact the course instructor and the Office of Student Access and Disability Services (OSA) as soon as possible. Truman complies with ADA requirements. For additional information, refer to the Office of Student Access and Disability Services website at <http://disabilityservices.truman.edu/>

You may also contact OSA by phone at (660) 785-4478 or email [studentaccess@truman.edu](mailto:studentaccess@truman.edu)

## IMPORTANT DATES

For more information on drop and add dates and fees, see the [registrar's schedule](#).

**Start Date:** Monday August 22, 2022

**End Date of On-Campus Meetings:** Friday, December 16, 2022 (last day of Finals)

**Last Day of the Full Semester:** Friday, December 9

**Drop Dates:** Last day to drop a course without a grade of "W" appearing on your transcript and no fee is August 26.  
Last day to drop a course without a grade of "W" appearing on your transcript but WITH a \$50 fee is Friday, September 16.  
Last day to change to credit/no credit grading option is Friday, November 11.  
Last day to drop the class WITH a grade of "W" appearing on your transcript is Friday, November 11.

**Withdrawal Date:** December 9<sup>th</sup> is the last day to withdraw from ALL classes with no refund.

## DISCIPLINE-SPECIFIC INFORMATION

Information on the Computer Science major can be accessed via the [CS Department Website](#) or the [CS Catalog Description](#).

## ATTENDANCE/PARTICIPATION

### University Policy

The University-wide attendance policy can be viewed [here](#).

### Definition of Attendance for This Course

The General Catalog states:

The university expects students to attend all classes, yet recognizes co-curricular opportunities could lead to class absences. Faculty, students, and staff have the responsibility to support an environment that upholds the integrity of a Truman education and students' ability to experience a diversity of educational experiences. Truman adheres to Federal law regarding accommodations. Absences related to disability accommodations will be handled in coordination with the Disability Services Office. Absences related to Title IX will be handled in coordination with the Institutional Compliance Office.

No student having a sanctioned absence shall be penalized for such absence on account solely of being absent. Nothing in this policy is intended to excuse a student from the responsibility to make up missed work within a reasonable length of time. No faculty member will require documentation in support of a health-related absence. Nevertheless, students are strongly encouraged to attend required in-person or synchronous online class meetings when they can (i.e., they show no signs of illness and have no other sanctioned reason to be absent). Courses for which interactions are necessary to achieve the learning outcomes of the course (such as courses with a significant laboratory or performance component) may require attendance at some of those course elements not to exceed 50%. In extreme COVID-related circumstances where a student cannot meet even this expectation, the faculty member is advised to issue a grade of incomplete and require the student to fulfill the unmet requirement in a future semester.

A list of sanctioned absences can be found in the General Catalog (see link below). Sanctioned absences include serving as a representative of the University at intercollegiate athletic events, professional conferences, academic competitions, and field trips for courses, interviews for graduate school or careers, health-related absences (with documentation), and absences covered by Truman's non-discrimination policy. If the absence is unexpected, the student should arrange to make up the missed work as soon as possible. An appeal of a faculty member's attendance policy can be made through the University Grade Appeals process (see the General Catalog for details).

The complete Attendance Policy can be found in the General Catalog:

[http://catalog.truman.edu/content.php?catoid=19&navoid=1063#Attendance\\_Policy](http://catalog.truman.edu/content.php?catoid=19&navoid=1063#Attendance_Policy)

Class attendance is your responsibility. I understand that you will occasionally have to miss class. However, whether you are in class or not you will be responsible for all deadlines and all materials taught or assigned. Graded activities such as tests, quizzes, labs, in-class projects, etc. . . may *not* be made up. Exceptions to this will be at my discretion and must be arranged with me **before** the missed class. Be aware that in class I will cover significant amounts of material that is not covered by the textbook.

## SUBSTANTIVE INTERACTION

Truman policy and federal regulations require that students demonstrate that they are academically engaged in the courses they take. You must meet this requirement within the first calendar week of the semester, beginning at 12:00 am on Monday **August 22** and ending 11:59 pm Saturday **August 27**. Failure to do so, or to provide an explanation of an extenuating circumstance by that date and time will result in your removal from the course. Under certain circumstances, removal could impact your scholarship eligibility or financial aid. **For the purposes of this class, establishing academic engagement requires, at a minimum, attending class in person on either Tuesday, August 23 or Thursday, August 25 (preferably both). If you do not attend either of these class sessions, contact me by email to arrange an alternate way of meeting this requirement.**

## GRADING

**Grading:** There will be four homework assignments and one exam given this semester. Each homework assignment or exam will be graded using the following scale:

- Excellent: 3 points
- Satisfactory: 2 points
- Weak but passing: 1 point
- Missing: 0 points

At the end of the semester, grades will be assigned by the total number of points earned during the semester, using the following scale:

- 13 - 15 points: A

- 11 - 12 points: B
- 8 - 10 points: C
- 5 - 7 points: D
- 0 - 4 point(s): F

There is NO final exam for this course.

## **ASSIGNMENTS**

### **Homework Assignments**

You will use word processing software of your choosing to prepare written solutions to the homework assignments.

## **STUDENTS' AND INSTRUCTOR'S EXPECTATIONS**

### **My Expectations of Students**

I expect students to participate in the class lectures that cover the course material (also usually provided on slides), and submit homework assignments when they are due. I expect students to engage with the class, ask questions when they have them, and learn the concepts.

### **What Students Should Expect of Me as Their Instructor**

During this course I will respond to email within 24 hours, usually much more quickly, except maybe 48 hours on weekends; update you on any changes to our course in a timely manner; provide timely feedback on questions, activities, and assessments (no more than a week turn-around time, if work is submitted on time); make you aware of concerns I have with your performance or ability to succeed in the course; be available as a source of support in your learning.

If at any time I am forced to step away from the course for more than 48 hours, such as in the case of illness or personal emergency, I will notify the class as soon as possible and (if necessary) provide an additional point of contact for further information.

## **STUDENT ENGAGEMENT**

### **Learner Interaction**

I encourage students to interact with me and ask questions in class, during office hours or via email. Email is especially useful for technical questions related to homework assignments. Email me what you have (as an attachment, usually) and ask about what isn't working or you find confusing (or just indicate that you are lost). I am happy to Zoom with you during virtual office hours to talk through questions more related to understanding of concepts. It is also helpful to ask these kind of questions during class meetings, so that the whole class can hear the question and my response.

## **NETIQUETTE AND CIVIL DIALOG**

As members of the Truman State University community online or on-campus, we all deserve the consideration and respect of one another as we go through this course. We should all be practicing basic courtesy. My office and classroom (including online spaces) are safe and welcoming environments for all students. I am entering this course under the assumption that everyone wants to be here and is excited about our topics. I expect us to treat everyone with respect.

When contacting a classmate or me via email, please follow basic etiquette guidelines that make online communication more efficient: Use a clear (but concise) subject line that conveys some sense of the email's contents. Use the proper name or title for your addressee; err on the side of being overly formal if you're not sure what name or title they prefer. Make sure that your audience has all the information they need in order to offer you a helpful response. This includes things like your name, the

name of the class, and the assignment in question. Remember that we all (especially your professors) get a lot of email every day. If your message is not clear, you won't get the best response.

## ACADEMIC HONESTY

"ACADEMIC HONESTY – Personal and scholarly integrity are expected of everyone in the class. Failure to live up to those responsibilities, risks earning a failing grade on the assignment/examination, a failing grade for the course, and/or in serious cases expulsion for the academic program or University. The University policy on academic dishonesty as published in the Student Conduct Code and General/Graduate Catalog applies."

([http://catalog.truman.edu/content.php?catoid=13&navoid=625&hl=academic+dishonesty&returnto=search#Academic\\_Dishonesty](http://catalog.truman.edu/content.php?catoid=13&navoid=625&hl=academic+dishonesty&returnto=search#Academic_Dishonesty)).

Anyone submitting work to be graded which, in my estimation and beyond reasonable doubt, is not his or her work alone will receive an F. **No group work is allowed unless I explicitly indicate that you can work in groups.** When you do hand in group work, you must **always** indicate that it is group work and who was involved in it. You are welcome to discuss assignments with anyone, but all work you hand in must be your own. Corrolary: If you provide work you produce to others, you are aiding and abetting their dishonesty and thus being dishonest yourself. Providing your work to others or giving answers to others is not acceptable.

## STUDENT SURVEY OF INSTRUCTION

You will be asked to complete a survey regarding my instruction in this course at the end of the term. The survey is anonymous and I will not see the results until after grades have been completed. It is very important that I receive this feedback as it helps me to continuously improve this class. It also helps the University make decisions about our overall curriculum. Please be sure to participate in this survey opportunity.