

CMPS 4991- Description of MAJOR Assignments

Submissions to D2L Dropboxes

Other assignments (and instructions) will be in D2L

Grading

All students begin with 100 points. Points are deducted for

- Late or missing work (1 point per day late, up to 10 points for *missing* assignment)
- Absence or tardy (5 or 1 point, respectively) – partial make-up is allowed for absence – see Dr. Stringfellow

Letter grades will follow standard grading scale (90's, 80's, etc.). You may submit assignments early. **ALL**

ASSIGNMENTS MUST be created in MS Word and submitted as PDFs, unless otherwise specified. They must be completed in a professional manner (correct spelling, grammar, etc.). Also see individual assignment directions in D2L.

Any assignment deemed not acceptable will be returned to the student for correction with late penalties applied. Failure to complete an assignment may result in a 10-point deduction of your final grade. Once your assignment is submitted, your instructor will send feedback and/or approval (10 indicates approval, 1 means “not approved, edit, resubmit” and 0 means “missing assignment”). Non-approved assignments will accrue late points after the due date.

Resume & Cover Letter

Each student will develop a resume & cover letter. A draft resume is due at the beginning of the second class, the day resumes are discussed. A second resume will be developed *in accordance with the guidelines discussed* in class. A cover letter will be written. The resume & letter will be reviewed and returned to the student with comments. Resumes should be run through [Quinnia](https://quinncia.io/access) (<https://quinncia.io/access>)

LinkedIn Account/Profile

Each student will establish a LinkedIn account/profile and send a link request to Dr. Stringfellow. Upload an appropriate photo. Begin to include professional information about yourself to your profile.

Handshake Account/Resume

Each student will establish a Handshake Account, the MSU Jobsite. A resume that has been approved by Dr. Stringfellow must be uploaded. All resumes are screened by the Career Management Center staff.

Bibliography

Each student will submit 2 **alphabetized** bibliographies in IEEE format, each consisting of substantial contemporary articles from reliable sources no more than 2-3 years old.

- Bib. #1 - Consists of 3 articles related to ethical, cultural, social, legal or future issues of computing. Each article is over a different topic.
- Bib. #2 - Consists of 5 papers in support of your conference presentation topic.

Each bibliography assignment consists of appropriate articles read by the student. Include the standard, complete bibliographic information (publication/source, date, article title, author URL if applicable) in IEEE Format.

Immediately following the bibliographic information, a paragraph of **at least 5 sentences** summarizing the article **IN YOUR OWN WORDS**. **If you copy & paste or plagiarize the information in ANY WAY, you will receive a deduction of 10 points from your course grade** – resulting in a one letter grade reduction. Of the required articles, no more than two may be web-based. The others **MUST** be print publications. Web versions of articles from print publications such as ACM, IEEE, *Wired* magazine, are considered "print publications." All articles must be from reputable sources. MSU has a subscription to the ACM Digital Library. The site (<http://portal.acm.org/dl.cfm>) must be accessed from a campus computer, but most full text articles are available for download free of charge.

NOTE: Bibliography #1 is used by the department for assessment of written communication skills and knowledge of current events. Thus, THIS ASSIGNMENT ONLY will have an actual grade. Poor work will cause points to be deducted from your course grade.

Presentations & Conference Practice

Students will make 1-2 presentations to the class & one at the conference.

- Paper Discussion: Each student will give a 2 to 3-minute overview of ONE article related to their conference presentation topic and take one question from Dr. Stringfellow. Three to five Power Point slides (well designed, as discussed in class) are required. (Title, Content, Conclusion)
- Presentation Practice: Each student will give the conference presentation to the class as a practice run. Time is 15 minutes. **Pre-Approved** Power Point slides required. ~ Required REDO will be enforced as deemed necessary by Dr. Stringfellow or other faculty members.

A hard copy of all slides must be approved Dr. Stringfellow before the day of the presentation. The final version of the conference slides must be turned in printed in 6-per-page format. Citations and a slide for references in IEEE format must be used.

Professional Seminar & Development: Each student is required to complete 3 Professional Development Activities. Activities that will satisfy this requirement include, but are not limited to:

- Face-to-face, Skype, or phone job interview (CMPS job). Submit a 1-page report to D2L (pdf) with the following information:
 - Company name, name of interviewer (or position) - get a card or brochure
 - Location & Date of interview
 - 3 questions you were asked & summary of your answers
 - Assessment of how you believe you did on the interview
 - *For extra credit (2 points), you can do an additional interview during the semester. Potential on campus interviews will be announced. Students can contact the Career Management office for assistance in locating potential interview opportunities or find your own.
- Career Fair (Report same as interview, but include 2 different employers)
- On-campus workshop (as approved by Dr. S)
- Other that will be announced in class by Dr. S
- Students may request approval of other activities

For other than interview or career fair, submit a one-page written summary of the event and describe what you learned. Other on-campus opportunities will be announced if they become available. You are urged to suggest other options as long as they are related to your professional development.

Email

Check your D2L email regularly or have it forward to an email you actually read. Reminders, announcements, requests to fix assignments, etc. will be sent via email.

Extra Credit

Occasional extra credit opportunities will be provided to allow you to regain points lost due to attendance, turning in items late or not having turned in items according to the instructions. You will receive 2 extra points each for an extra job interview as specified above. Watch your email for other extra credit opportunities.