

INFO I600

Professionalism and Pedagogy in Informatics

Indiana University School of Informatics and Computing, Indianapolis

Section No.: 22644 *Credit Hours:* 3
Time: Tuesday 3–5:40 pm
Location: WK 321, Walker Plaza Building
719 Indiana Ave, Indianapolis, IN 46202 [\[map\]](#)
First Class: August 23, 2016

Instructor: Huanmei Wu, Ph.D.
Office Hours: Tuesday, 1:00 pm–2:00 pm or by appointment in advance.
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Website: <https://soic.iupui.edu/people/huanmei-wu/>

Prerequisites: None (Not an extension of any undergraduate or graduate course)

COURSE DESCRIPTION

This course introduces students to the topics and skills necessary for entering careers in industry or academia. Topics covered include career planning, curriculum development, effective teaching, research ethics, scholarly and trade publishing, grantsmanship, and intellectual property consideration.

EXTENDED COURSE DESCRIPTION

A successful doctorate student must perform multiple tasks at once: taking courses, selecting thesis advisors, talking to mentors, reading research papers, developing research ideas, managing research projects, preparing research reports, presenting research seminar talks, and writing peer-reviewed journal papers and research grant proposals. If lucky enough to find a faculty position, the junior research scholar has to think about and do even more: teaching university courses, writing research grant proposals, presenting at national conferences, mentoring students, and developing a long-lasting professional career. How do you manage all of these?

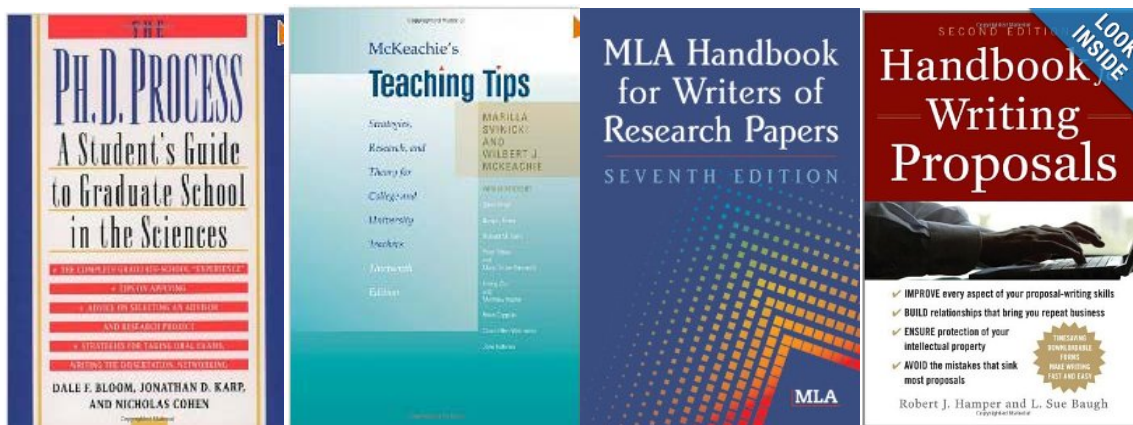
In this course, we teach students, more often through practical examples than theories, how to develop the following basic skills:

- **Teaching.** Learn and practice teaching topics, including strategies for dealing with both the everyday challenges of university teaching, how to increase learning for every student, how to use the tools they need to deal with the ever-changing dynamics of teaching and learning.
- **Writing Proposals.** Learn the proposal-writing process, from the initial contact through completion and follow-up, including how to set up a strong proposal team,

- how to evaluate potential projects, how to prepare schedules and identifying tasks, how to write a first-rate proposal, and how to review proposals.
- **Writing and Revising Research Papers.** How to choose a topic, find research relevant information, state contributions, make outlines, organize notes, write a first draft, and revise outlines.
 - **Developing Professional Skills for the PhD Research Process.** Identify the challenges in the PhD processes and how to address them through the development of both technical skills and soft skills.

After successfully completing the course, students are expected to comprehend basic knowledge and master practical skills in developing a successful career as a research scientist that begin with the rest of the doctoral program.

REFERENCE BOOKS



- *The Ph.D. Process: A Student's Guide to Graduate School in the Sciences*, Dale F. Bloom, Jonathan D. Karp, Nicholas Cohen
- *McKeachie's Teaching Tips: Strategies, Research, and Theory for College and University Teachers*, Marilla Svinicki, Wilbert J. McKeachie
- *Handbook For Writing Proposals* (Second Edition), Robert J. Hamper, L. Baugh
- *MLA Handbook for Writers of Research Papers* (7th Edition), Modern Language Association

COURSE FORMAT

The instruction style is primarily based on a mixture of informal lectures and student participation. Special guest lectures and research project presentations may also be used.

One key feature of the course is that students are expected to develop hands-on practical skills by reading articles, writing critiques, preparing presentations based on their understand of the techniques described in the literature, participating in in-class discussions, and writing reports to enhance their understanding. Extensive participation is expected.

PRINCIPLES OF GRADUATE AND PROFESSIONAL LEARNING

Learning outcomes are assessed in the following areas:

- Knowledge and skills mastery (K&S)
- Critical thinking and good judgment (CT)
- Effective communication (EC)
- Ethical behavior (EB)

GRADING CATEGORIES

A total of 2000 points are available for distribution into the following tabulated main scoring subject areas:

Scoring Subject Area		Points
1	Class Preparation & Discussions	200
2	Class Notes	200
3	Syllabus preparation	200
4	Teaching Clinic	200
5	Critique Homework Assignments	200
6	Research paper writing	200
7	Writing Clinic	200
8	Proposal Development	200
9	Proposal Clinic	200
10	Summary report	200
Total points:		2000

Class communications

All through canvas messages (personal emails will not be answered for course related questions).

FINAL GRADES

The final grades will be based on summed points by referring to the following grading conversion table as closely as possible:

Grade Category	Grade	Score % Requirement*	Relative Class Rank Range*
Outstanding achievement	A+	>93	≤ Top 10%
Excellent achievement	A	[88, 93)	≤ Top 20%
Very good work	A-	[84, 88)	≤ Top 30%
Good work	B+	[80, 84)	Median
Satisfactory	B	[76, 80)	Specific
Marginal (Pass)	B-	[72, 76)	Specific
Unacceptable work (Must be repeated)	C-, C, C+	[60, 72)	Specific
Fail	F	0-59	-

* Students achieving the relative class rank as shown on the table are guaranteed the minimal corresponding grade, regardless of actual score obtained.

SUBMISSION POLICY

1. Due Time

Submission Category	Default Due Time	Submission Media
Class Participation Signup Sheet & Scorecard	Wednesday at 5 pm the day immediately following class	Email scanned version both to TA & Professor
Homework Assignments	At 11:59 pm each Monday before class	Upload through Canvas
Project Deliverables	At 11:59 pm of Due Date indicated elsewhere	Upload through Canvas
Final Report &	At 11:59 pm of Due Date indicated	Upload through Canvas

2. Late Submission Policy:

Within 48 hours of the deadline: 50% penalty

Beyond 48 hours of the deadline: 0 pts

Tentative schedule (subject to change)

Wks	Topics	Homework
1	Syllabus and teaching topics	Teaching topic due
2	Lecture on how to teach	Syllabus due
3	Review of the syllabi	Evaluations
4	Critics on syllabi and teaching 1; Lectures by students in group 1	PPTs from group 1
5	Lecture on technical writing	Research paper topic due
6	Writing research paper	Homework from students in group 1
7	Critics on syllabi and teaching 2; Lectures by the students in group 2	Technical paper due, PPTs from group 2
8	Critics on syllabi and teaching 3; Lectures by the students in group 3	PPTs from group 4; Homework from students in group 2
9	Fall break (no class)	No class
10	Critics on syllabi and teaching 4; Lectures by the students in group 4	PPTs from group 4; Homework from students in group 3
11	Writing clinic: critics on research papers 1. presentations of research papers	research paper draft due Homework from students in group 4
12	Writing clinic: critics on research papers 2. presentations of research papers	research paper due
13	Lecture on proposal development	Proposal topic due,
14	Proposal discussions	research proposal draft due
15	Proposal refinement	
16	Mock Proposal Reviews	Proposal review due
	Final Report	Final Report

MISSION STATEMENT

The Mission of IUPUI is to provide for its constituents excellence in

- Teaching and Learning;
- Research, Scholarship, and Creative Activity; and
- Civic Engagement.

With each of these core activities characterized by

- Collaboration within and across disciplines and with the community;
- A commitment to ensuring diversity; and
- Pursuit of best practices.

IUPUI's mission is derived from and aligned with the principal components—Communities of Learning, Responsibilities of Excellence, Accountability and Best Practices—of Indiana University's Strategic Directions Charter.

STATEMENT OF VALUES

IUPUI values the commitment of students to learning; of faculty to the highest standards of teaching, scholarship, and service; and of staff to the highest standards of service. IUPUI recognizes students as partners in learning. IUPUI values the opportunities afforded by its location in Indiana's capital city and is committed to serving the needs of its community. Thus, IUPUI students, faculty, and staff are involved in the community, both to provide educational programs and patient care and to apply learning to community needs through service. As a leader in fostering collaborative relationships, IUPUI values collegiality, cooperation, creativity, innovation, and entrepreneurship as well as honesty, integrity, and support for open inquiry and dissemination of findings. IUPUI is committed to the personal and professional development of its students, faculty, and staff and to continuous improvement of its programs and services.

CODE OF CONDUCT

All students should aspire to the highest standards of academic integrity. Using another student's work on an assignment, cheating on a test, not quoting or citing references correctly, or any other form of dishonesty or plagiarism shall result in a grade of zero on the item and possibly an F in the course. Incidences of academic misconduct shall be referred to the Department Chair and repeated violations shall result in dismissal from the program.

All students are responsible for reading, understanding, and applying the *Code of Student Rights, Responsibilities and Conduct* and in particular the section on academic misconduct. Refer to *The Code > Responsibilities > Academic Misconduct* at <http://www.indiana.edu/~code/>. All students must also successfully complete the Indiana University Department of Education "How to Recognize Plagiarism" Tutorial and Test. <https://www.indiana.edu/~istd> You must document the difference between your writing and that of others. Use quotation marks in addition to a citation, page number, and reference whenever writing someone else's words (e.g., following the *Publication Manual of the American Psychological Association*). To detect plagiarism instructors apply a range of methods, including Turnitin.com. <http://www.ulib.iupui.edu/libinfo/turnitin>

Academic Misconduct:

1. **Cheating:** Cheating is considered to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment.
 - a. A student must not use external assistance on any “in-class” or “take-home” examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, computers, and wireless communication devices.
 - b. A student must not use another person as a substitute in the taking of an examination or quiz, nor allow other persons to conduct research or to prepare work, without advanced authorization from the instructor to whom the work is being submitted.
 - c. A student must not use materials from a commercial term paper company, files of papers prepared by other persons, or submit documents found on the Internet.
 - d. A student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student’s individual work.
 - e. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.
 - f. A student must not steal examinations or other course materials, including but not limited to, physical copies and photographic or electronic images.
 - g. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor or program to whom the work is being submitted.
 - h. A student must not, without authorization, alter a grade or score in any way, nor alter answers on a returned exam or assignment for credit.
2. **Fabrication:** A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citation to the sources of information.
3. **Plagiarism:** Plagiarism is defined as presenting someone else’s work, including the work of other students, as one’s own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered “common knowledge” may differ from course to course.
 - a. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.
 - b. A student must give credit to the originality of others and acknowledge indebtedness whenever:
 1. directly quoting another person’s actual words, whether oral or written;
 2. using another person’s ideas, opinions, or theories;
 3. paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
 4. borrowing facts, statistics, or illustrative material; or

5. offering materials assembled or collected by others in the form of projects or collections without acknowledgment
4. **Interference:** A student must not steal, change, destroy, or impede another student's work, nor should the student unjustly attempt, through a bribe, a promise of favors or threats, to affect any student's grade or the evaluation of academic performance. Impeding another student's work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.
5. **Violation of Course Rules:** A student must not violate course rules established by a department, the course syllabus, verbal or written instructions, or the course materials that are rationally related to the content of the course or to the enhancement of the learning process in the course.
6. **Facilitating Academic Dishonesty:** A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use his or her work or resources to commit an act of misconduct.
7. **WARNING: Any academic misconduct will be treated very seriously. The work will be scored 0 pts and the incident shall be reported to the School. So please do not violate the rules!**

OTHER POLICIES

1. **IUPUI course policies:** A number of campus policies governing IUPUI courses may be found at the following link: http://registrar.iupui.edu/course_policies.html
2. **Classroom civility:** To maintain an effective and inclusive learning environment, it is important to be an attentive and respectful participant in lectures, discussions, group work, and other classroom exercises. Thus, unnecessary disruptions should be avoided, such as ringing cell phones engagement in private conversations and other unrelated activities. Texting, surfing the Internet, and posting to Facebook or Twitter during class are generally not permitted. IUPUI nurtures and promotes "a campus climate that seeks, values, and cultivates diversity in all of its forms and that provides conditions necessary for all campus community members to feel welcomed, supported, included, and valued" (IUPUI Strategic Initiative 9). IUPUI prohibits "discrimination against anyone for reasons of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or [veteran] status" (Office of Equal Opportunity). Profanity or derogatory comments about the instructor, fellow students, invited speakers or other classroom visitors, or any members of the campus community shall not be tolerated. A violation of this rule shall result in a warning and, if the offense continues, possible disciplinary action.
3. **Bringing children to class:** To ensure an effective learning environment, children are not permitted to attend class with their parents, guardians, or childcare providers.
4. **Disabilities Policy:** In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to reasonable accommodations. Please notify the instructor during the first week of class of accommodations needed for the course. Students requiring accommodations because of a disability must register with Adaptive Educational Services (AES) and complete the appropriate AES-issued

before receiving accommodations. The AES office is located at UC 100, Taylor Hall (Email: aes@iupui.edu, Tel. 317 274-3241). Visit <http://aes.iupui.edu> for more information.

5. **Administrative Withdrawal:** A basic requirement of this course is that students participate in all class discussions and conscientiously complete all required course activities and/or assignments. If a student is unable to attend, participate in, or complete an assignment on time, it is the student's responsibility to inform the instructor. If a student misses more than half of the required activities within the first 25% of the course without contacting the instructor, the student may be administratively withdrawn from this course. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and a student who has been administratively withdrawn from a course is ineligible for a tuition refund. Contact the instructor with questions concerning administrative withdrawal.
6. **Incomplete:** The instructor may assign an Incomplete (I) grade only if at least 75% of the required coursework has been completed at passing quality and holding you to previously established time limits would result in unjust hardship to you. All unfinished work must be completed by the date set by the instructor. Left unchanged, an Incomplete automatically becomes an F after one year. <http://registrar.iupui.edu/incomp.html>