N299

Career Planning

Indiana University School of Informatics and Computing, Indianapolis
Spring 2016

Section No.: 25184  Credit Hours: 2
Time: N/A
Location: Online
First Class: January 11th, 2016
Website: https://iu.instructure.com/courses/1373131

Instructor: Stephanie Marshall, B.S. in Business Management
Pat Rhodes, M.S. in Business Management
Office Hours: M & Th, 2p–4p, T & W 9am – 11am, or by Appointment
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Website: http://soic.iupui.edu/careers/

COURSE DESCRIPTION

This course introduces students to the concepts of career planning and execution. The students will conduct research into planning their individual career pathways through research.

Principles of Undergraduate Learning (PUL):

Learning outcomes are assessed in the following areas:

1A. Core communication: written, oral and visual skills  Some emphasis
1B. Core communication: quantitative skills
1C. Core communication: information resources skills
2. Critical thinking  Moderate emphasis
3. Integration and application of knowledge  Major emphasis
4. Intellectual depth, breadth, and adaptiveness
5. Understanding society and culture
6. Values and ethics
## N299
### Career Planning

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### Learning Outcomes:

<table>
<thead>
<tr>
<th>Upon completion of this course, the student will</th>
<th>PUL</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Understand personal skills, values, and interests and how they can affect a job search</td>
<td>3</td>
<td>SVI Exercise MBTI Assessment</td>
</tr>
<tr>
<td>2. Identify marketable skills and learn how to convey the value of those skills to employers</td>
<td>3, 1A</td>
<td>Creating a personal resume based on lecture content, examples, and feedback from the instructor</td>
</tr>
<tr>
<td>3. Develop a resume and cover letter that clearly outlines unique skills and qualifications</td>
<td>1A</td>
<td>Practice writing a cover letter (for a real position) and thank you letters for informational interviews, mock interviews, and job shadowing assignments</td>
</tr>
<tr>
<td>4. Locate resources to assist you in finding a professional internship or full-time position</td>
<td>1A, 2, 3, 4</td>
<td>Complete a mock interview and written reflection of outcome(s) including quality of responses and methods to improve</td>
</tr>
</tbody>
</table>
| 5. Prepare for a smooth transition from academic career to professional career | 2, 3, 4 | Job shadowing assignment and reflection paper  
Professional organizations assignment  
Elevator pitch assignment and presentation to class  
Informational Interview |
| 6. Understand the importance of collaborating with others in the workplace | 1A, 1C, 2, 3 | Company research assignment  
Informational Interview  
Job shadow assignment and reflection  
Professional organizations assignment  
Mock interview assignment and reflection  
Career goals assignment |
| 7. Develop interviewing skills through preparation and research | 2, 3, 4 | Development of personal portfolio with examples from all course assignments and research |
| 8. Create comfort when approaching employers through research and interaction | | |
| 9. Identify your own personal interests in a chosen career field | | |
10. Identify industry professionals for potential career advancement opportunities

Software used: Canvas

EXPECTATIONS, GUIDELINES, AND POLICIES

Attendance:
A basic requirement of this course is that you will participate in all class meetings, whether online or face-to-face, and conscientiously complete all required course activities and assignments. Class attendance is required for classroom-based courses. It entails being present and attentive for the entire class period. Attendance shall be taken in every class. If you do not sign the attendance sheet while in class, you shall be marked absent. Signing the attendance sheet for another student is prohibited. The instructor is required to submit to the Registrar a record of student attendance, and action shall be taken if the record conveys a trend of absenteeism.

Only the following are acceptable excuses for absences: death in the immediate family (e.g. mother, father, spouse, child, or sibling), hospitalization or serious illness; jury duty; court ordered summons; religious holiday; university/school coordinated athletic or scholastic activities; an unanticipated event that would cause attendance to result in substantial hardship to one’s self or immediate family. Absences must be explained with the submission of appropriate documentation to the satisfaction of the instructor, who will decide whether missed work may be made up. Absences that do not satisfy the above criteria are considered unexcused. To protect your privacy, doctor’s excuses should exclude the nature of the condition and focus instead on how the condition impacts your attendance and academic performance.

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

Administrative Withdrawal:
A basic requirement of this course is that you will participate in all class meetings and conscientiously complete all required course activities and/or assignments. Keep in touch with me if you are unable to attend, participate, or complete an assignment on time. If you
miss more than half of the required activities within the first 25% of the course without contacting me, you may be administratively withdrawn from this course. Example: Our course meets online; thus if you do not participate within the first weeks of class, you may be withdrawn. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and if you are administratively withdrawn from the course you will not be eligible for a tuition refund. If you have questions about the administrative withdrawal policy at any point during the semester, please contact me.

**Deliverables:**

You are responsible for completing each deliverable (e.g., assignment, quiz) by its deadline and submitting it by the specified method. Deadlines are outlined in the syllabus or in supplementary documents accessible through Canvas. Should you miss a class, you are still responsible for completing the deliverable and for finding out what was covered in class, including any new or modified deliverable. In fairness to the instructor and students who completed their work on time, a grade on a deliverable shall be reduced 10%, if it is submitted late and a further 10% for each day it is submitted after the deadline.

**Assignments:**

Assignments must be turned in by 11:59pm on the due date listed in the syllabus in the appropriate assignment box on Canvas or Discussion board unless otherwise noted in the syllabus. Assignments sent via email will not be accepted unless specifically requested.

**Topic & Goal Setting Forums:**

Research the topic/s listed under each week online. Find a website, video, or other media for each topic that provides solid information on the topic. Post a link on the Forum with a brief description of the content, tell what you learned from your research and list one personal goal that you intend to reach for the topic. Afterwards review forum posts by other students and provide feedback to at least one other student about the content of their post. Tell how the information they researched will be useful to you in the future. Forum posts are due by the date listed in the syllabus and must occur on (or before) the due date to receive points. During the final weeks of the course ALL goals will be compiled into one list with a status update and a report will be submitted to the instructor through Canvas. Students are welcome to be creative and may personalize the report. Goals within the report will be kept confidential and may cover areas including academic, career, community, and personal.

**ONLINE RESOURCES through the Career Services Office (CSO):**
Symplicity (SOIC Job Board) – To register, visit https://iupui-soic-csm.symplicity.com/students/. Login if you have already established an account or register using your CAS login. If you are registering for the first time, the CSO will verify student status for approval and an email will arrive when access is granted. All students will upload a resume to this system for the course. Positions can be viewed prior to resume uploads and after resume approval. Students may apply to positions after a resume is uploaded and approved (if desired). Employers on the system can only post positions and cannot see student’s information unless the student has applied to the specific position and/or opted into resume book for employer to see student data.

Career Shift – To register, visit: http://www.careershift.com/. Career Shift is a job search tool that helps job seekers successfully navigate the published and hidden job market to find gainful employment.

Interview Stream – Interview Stream

CareerSpots – CareerSpots is a video resource to introduce career related content to students in a fast, informative and engaging way. Videos provide expert advice from leading employers and can be accessed online (24/7). To view videos, visit http://soic.iupui.edu/careers/career-guide/ and click on a CareerSpots video (small blue, green and white box) on the upper right to get started. Note the video player has categories in which various videos are located throughout. Each category is referenced and matched to videos listed within the syllabus.
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WEEKLY CLASS SCHEDULE AND ASSIGNMENTS

**Week 1 (January 11th – January 17th)**

Assignments:
CareerSpots videos to watch (view on [http://soic.iupui.edu/careers/career-guide/](http://soic.iupui.edu/careers/career-guide/)):
1. Informational Interviews (click within the categories section, Interview-BEFORE)
2. Getting Started (click within the categories section, Starting Job Search)

Introduction Forum
**Due Date: January 17th** (2 points)

Skills, Interests, and Values Exercise
**Due Date: January 17th** (10 points)

Informational Interview Report - Details are outlined in the syllabus in WEEK 8
**Due Date: March 6th** (20 points)

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**Week 2 (January 18th – January 24th)**

Assignments:
CareerSpots videos to watch (view on [http://soic.iupui.edu/careers/career-guide/](http://soic.iupui.edu/careers/career-guide/)):
1. Who am I (click within the categories section, Starting Job Search),
2. Career Center Benefits (click within the categories section, Starting Job Search),
3. Ask the Experts (click within the categories section, Starting Job Search)

Topic & Goal Setting Forum: Developing a Career Plan – Internships (including Freelance and Project Work)
**Due Date: Posting – Thursday, January 21st, Responses – Sunday, January 24th** (5 points)

Online Myers Briggs Type Indicator (MBTI) Assessment: Visit [https://online.cpp.com](https://online.cpp.com) and take the MBTI assessment. Username: informatics, Password: careers01, User ID: (leave blank). Once completed, an email will be sent to your instructor to generate a career report, which will be sent to you after generation (typically within 48 hours). Results will remain confidential and may be reviewed with the instructor for more depth into the MBTI.
**Due Date: January 24th** (5 points)

MBTI Forum: Post 250 or more words of reflective thought after taking the MBTI to share with others. What did or did not surprise you about your results? Participants are not required to disclose their 4 letter code, but may share their MBTI type if desired.
Due Date September 6th (5 points)

Week 3 (January 25th – January 31st)

Assignments:
CareerSpots videos to watch (view on http://soic.iupui.edu/careers/career-guide/):
1. 7 Tips for Researching Companies (click within the categories section, Interview-BEFORE)
2. How do you get THAT job? (click within the categories section, Your Job Search)

Researching Your Major/Career Exercise
Due Date: January 31st (5 points)

Researching the Industry Forum
Due Date: January 31st (5 points)

Week 4 (February 1st – February 7th)

Assignments:
CareerSpots videos to watch (view on http://soic.iupui.edu/careers/career-guide/):
1. The Cover Letter (click within the categories section, Resume & Cover Letters)
2. Make Your Resume POP (click within the categories section, Resume & Cover Letters)
3. Stand Out Resumes (click within the categories section, Resume & Cover Letters)

Upload your most recent resume to be reviewed week FIVE and/or SIX.
Due Date: February 7th (1 point)

Access http://soic.iupui.edu/careers/ (the school-based recruiting system) and register on the site to begin access to the Career Services Office. Your account will need approval before a resume can be uploaded. Employers cannot access information but students can look at current internship or job postings for companies. Resumes should not be uploaded until after Week 5. Uploads will throw accounts into pending bins until approved or declined.

Cover Letter Exercise
Due Date: February 7th (10 points)

Reference Page
Due Date: February 7th (5 points)
Week 5 (February 8th – February 14th)

Assignments:
CareerSpots videos to watch (view on http://soic.iupui.edu/careers/career-guide/):
1. Career Fair Success (click within the categories section, Networking & Your Personal Brand)
2. Keyword Search Matters (click within the categories section, Resume & Cover Letters)

Topic & Goal Setting Forum: Job Search Checklist/Job Search Timeline
Due Date: Posting – Thursday, February 11th, Responses – February 14th (5 points)

Professional Organizations List Forum
Due Date: February 14th (5 points)

Resume Review – Contact the instructor to schedule an in-person (or virtual) resume review.
Due Date: February 8th – February 21st (2 points) Reviews must occur before the upload takes place in Week 6. All students should schedule an appointment with the instructor during business hours, Monday - Friday, 8:30 – 5:00pm. Off hour within reason and virtual/phone appointments will be scheduled if available.

Week 6 (February 15th – February 21st)

Assignment:
CareerSpots videos to watch (view on http://soic.iupui.edu/careers/career-guide/):
1. Advice from Graduates (click within the categories section, Starting Job Search),
2. Internship Edge (click within the categories section, Internships)

Topic & Goal Setting Forum: Job Search Strategies Part 1 – Networking: Informational Interviews, & Job Shadowing. Part 2 – Provide the information of the person to whom you are conducting your informational interview.
Due Date: Posting – Thursday, February 18th, Responses – February 21st (6 points)

Resume Uploaded to https://iupui-soic-csm.symplicity.com/students/
Your goal is to upload an updated resume to the online recruiting system, Symplicity and to have your resume approved for use on the system. NOTE: Employers will not be able to see your resume until it has been approved by your instructor. You will be notified via
email once your resume has been approved on the SOIC Job Board. In order to receive credit for your resume upload, you must have met with the instructor prior for a resume review.

**Due Date: February 21st** (10 points)

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**Week 7 (February 22nd – February 28th)**

**Assignments:**
CareerSpots videos to watch (view on [http://soic.iupui.edu/careers/career-guide/](http://soic.iupui.edu/careers/career-guide/)):
1. Perils of Social Networking (click within the categories section, Social Media & Job Search)
2. Why be LinkedIn (click within the categories section, Social Media & Job Search)
3. Google Yourself (click within the categories section, Social Media & Job Search)

Forum: Simple Wash

**Due Date:** Posting – Thursday, February 25th, Responses – February 28th (5 points)

Topic Forum: Creating a Professional Online Presence & Social Networking Sites

**Due Date:** Posting – Thursday, February 25th, Responses – February 28th (5 points)

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**Week 8 (February 29th – March 6th)**

**Assignments:**
CareerSpots videos to watch (view on [http://soic.iupui.edu/careers/career-guide/](http://soic.iupui.edu/careers/career-guide/)):
1. Art of Saying THANK YOU (click within the categories section, Interview - AFTER)
2. Email Etiquette (click within the categories section, Resumes & Cover Letters)

**Reminder:** The **INFORMATIONAL INTERVIEW REPORT** is due on **March 6th** and will **NOT** be accepted late.
Informational Interview Report

Recommendation: Work on this assignment throughout Directed Study. This is a very manageable assignment.

For this class project, you will conduct an informational interview with a person working in a position, occupation, graduate school or career field of interest to you. This individual will not be a relative, close friend, or current supervisor. Although interviews conducted over the telephone or through email will be accepted, I urge you to try and conduct an in-person interview if possible. There are preparations to take prior to the interview, as well as specific guidelines for writing the report. To receive full credit, you should incorporate the four sections identified below. The sections are listed in the order that will make your efforts most efficient.

1. Introduction (1 page)
For the purpose of this assignment, you will need to choose a career. Briefly discuss the career you have chosen to investigate and how it matches your skills, interests and values. Identify an organization of interest to you that employs people in your chosen career. Give a brief description of the organization and possible employment options; be sure to cite where you found this information (tell where you found the information). Locate someone in the organization working in a position of interest to you. Contact your targeted individual, inform him/her of your assignment, and ask to schedule a 30-minute informational interview. Thoroughly research the organization before conducting the interview to ensure more specific interview questions. Your report should include an overview of this process.

2. Summarize Your Informational Interview (2 pages)
Develop six to eight questions you intend to ask during the informational interview; these questions and the interviewee’s responses need to appear in your report. Your questions should elicit responses that assist you in gaining a more developed understanding of the career, the organization, and/or the process of securing work in a similar position. Be sure to identify the name, a sample of how you might format this section:

What type of training and/or education would best prepare me for this kind of work?
- Career Planning is probably the best course you can take to prepare for life after IUPUI. Trust me, you will often think back to the content in this class and realize how beneficial the course is in preparing you for the working world.

3. Responses and Conclusion (1 page)
Include your Responses to the interview. Do you possess or can you acquire the necessary skills? Would you be comfortable working in this position/organization/location? Having done the interview, how do you feel about the career? Realistically, can you obtain this type of job? How has the interview assisted you in your job search?

4. **Final Step**
Send a thank you letter to the person you interviewed. Attach a copy of your thank you letter to your report. A five-point deduction for failure to send and attach a thank you letter to your project.

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**Week 9 (March 7th – March 13th)**

**Assignments:**
CareerSpots videos to watch (view on [http://soic.iupui.edu/careers/career-guide/](http://soic.iupui.edu/careers/career-guide/)):
1. Your INFOmercials (click within the categories section, Networking & Your Personal Brand)
2. The Elevator Pitch (click within the categories section, Networking & Your Personal Brand)
3. Top 10 Interview Mistakes (click within the categories section, Interview-DURING)

**Topic Forum:** Preparing for an Interview (Dress, Interview, Body Language, Phone Interview)
**Due Date: Posting – Thursday, March 10th, Responses – March 13th**(5 points)

Creating an Elevator Pitch – Locate the Personal Branding Workbook under the FILES section. Complete the corresponding questions on pages four, five and six. Post the pitch Your Elevator Pitch Forum. Afterwards review the posts by others and provide constructive feedback.
**Due Date: Posting – Thursday, March 10th, Responses – March 13th**(7 points)

**Week 10 (March 14th – March 20th)**

**Spring Break**

**Week 11 (March 21st – March 27th)**

**Assignments:**
CareerSpots videos to watch (view on [http://soic.iupui.edu/careers/career-guide/](http://soic.iupui.edu/careers/career-guide/)):
1. What Recruiters look For (click within the categories section, Interview-BEFORE)
2. No Google Answers (click within the categories section, Interview-DURING)

Topic Forum: STAR Method (Behavioral Based Interviewing)

**Due Date: Posting – Thursday, March 24th, Responses – March 27th** (5 points)

STAR Behavioral-Based Interviewing Exercise – (Interview Stream – “Select 5 Questions to answer via video recorded, one of those questions must be, “Tell Me About Yourself”) Your Choice. There is a coach present to help you learn how to answer questions as needed. Upon completion, go back into the interview and click on the Share button. Submit the content link to under the assignment tab on Canvas.

**Due Date: March 27th** (5 points)

FYI Start Planning for your job shadow! First forum about it due next week.

Job Shadowing Reflection Paper – Write a 750 or more word reflection paper about your job shadowing experience. Areas to include: What you learned from the experience, what you learned about yourself and the choices you have, and how this may affect your future decisions. **Due Date: April 8th** (15 points)

Job Shadowing Thank You Letter – Write a thank you letter to the company/persons you job shadowed with. **Due Date: April 8th on Oncourse** (10 points)

*NOTE* - Original Thank you Letter should be sent to the job shadowing company within 24-48 hours of the job shadowing experience via email or mail.

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**Week 12 (March 28th – April 3rd)**

**Assignments:**
CareerSpots videos to watch (view on [http://soic.iupui.edu/careers/career-guide/](http://soic.iupui.edu/careers/career-guide/)):
1. Interview the Interviewer (click within the categories section, Interview-DURING)
2. Interview Follow Up (click within the categories section, Interview-DURING)

Topic Forum: Preparing for 2nd Interviews

**Due Date: Posting – Thursday, March 31st, Responses – April 3rd** (5 points)

Job Shadowing Forum - Find a local company (unless you want to travel) that does something similar to your career interests and contact the company to set up a time to job shadow at their location. Post in the forum answers to the six questions within.

Note: Companies should not be home based or owned by family or relatives.
Due Date: April 3rd (5 points)

Questions for Employers Forum – Develop 5-10 questions that you may want to ask during an interview experience.

Due Date: April 3rd (5 points)

Week 13 (April 4th – April 10th)

Assignments:
CareerSpots videos to watch (view on http://soic.iupui.edu/careers/career-guide/):
1. Finding a Co-op/Internship (click within the categories section, Internships)
2. Interview Dress for Men/Women (click within the categories section, Interview Dress)

Topic Forum: Background Checks
Due Date: Posting – Thursday, April 7th, Responses – April 10th (5 points)

Research the Job Shadowing Company Forum - Write a 200 word description of what you found during your research about the company.

Due Date: April 10th (10 points)

Week 14 (April 11th – April 17th)

Assignments:
CareerSpots videos to watch (view on http://soic.iupui.edu/careers/career-guide/):
1. The Interview (click within the categories section, Interview-DURING)
2. The Salary Question (click within the categories section, Salary & Negotiation)

Topic Forum: Negotiating Offers
Due Date: Posting – Thursday, April 14th, Responses – April 17th
(5 points)

Developing a Career Plan – Review Developing an Academic Career Plan in the online career guide at http://soic.iupui.edu/careers/career-guide/academic-plan/ to see where you are at in the process of your personal career development. Reflect upon the content and provide a written report to the instructor (500 words or more) to describe where you are at and what you need to do between now and graduation to prepare yourself or to get on track

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for career success. Submit the report to your instructor through the assignments tab on Oncourse.

**Due Date: Posting – April 17th** (5 points)

**Reminder:**
**JOB SHADOWING REFLECTION PAPER** and **THANK YOU LETTER** are due on April 24th and will not be accepted late!

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**Week 15 (April 18th – April 24th)**

**Assignments:**
CareerSpots videos to watch (view on [http://soic.iupui.edu/careers/career-guide/](http://soic.iupui.edu/careers/career-guide/)):
1. Follow Up with Employer (click within the categories section, Interview-AFTER)

Topic Forum: Accepting/Declining/Rescinding Offers
**Due Date: Posting – Thursday, April 21st, Responses – April 24th** (5 points)

Job Shadow Reflection paper - **Due Date: April 24th** (20 points)

Job Shadow Thank you Letter - **Due Date: April 24th** (5 points)

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**Week 16 (April 25th – May 1st)**

**Assignments:**
CareerSpots videos to watch (view on [http://soic.iupui.edu/careers/career-guide/](http://soic.iupui.edu/careers/career-guide/)):
1. Importance of Networking (click within the categories section, Networking & Your Personal Brand)

Topic Forum: New Career Management, Workplace Ethics, Office Politics
**Due Date: Posting – Thursday, April 28th, Responses – May 1st** (5 points)
Grading Scale:

A+  97-100%  Professional level work, showing highest level of achievement
A   93–96%   Extraordinarily high achievement, quality of work; shows command of the subject matter
A–  90–92%   Excellent and thorough knowledge of the subject matter
B+  87–89%   Above average understanding of material and quality of work
B   83–86%   Mastery and fulfillment of all course requirements; good, acceptable work
B–  80–82%   Satisfactory quality of work
C+  77–79%   Modestly acceptable performance and quality of work
C   73–76%   Minimally acceptable performance and quality of work
C–  70–72%   Unacceptable work (Core course must be repeated for credit)
D+  67–69%   Unacceptable work (Course must be repeated for credit)
D   63–66%   Unacceptable work
D–  60–62%   Unacceptable work
F   Below 60  Unacceptable work

No credits toward major, minor, or certificate requirements are granted for a grade below C. No credits toward general education or elective requirements are granted for a grade below C–.

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.

**OTHER POLICIES**

1. **Right to revise:** The instructor reserves the right to make changes to this syllabus as necessary and, in such an event, will notify students of the changes immediately.
2. **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](http://registrar.iupui.edu/course_policies.html)

3. **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. Cell phones, media players, or any noisy devices should be turned off during a class. Texting, surfing the Internet, and posting to Facebook or Twitter during class are generally not permitted. Laptop use may be permitted if it is used for taking notes or conducting class activities. Students should check with the instructor about permissible devices in class. 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.

4. **Bringing children to class:** To ensure an effective learning environment, children are not permitted to attend class with their parents, guardians, or childcare providers.

5. **Course Evaluation Policy:** Course evaluations provide vital information for improving the quality of courses and programs. Students are required to complete one course and instructor evaluation for each section in which they are enrolled at the School of Informatics and Computing. This requirement has three exceptions: (a) The student has withdrawn from the course; (b) only one student is enrolled in the section (in which case anonymity is impossible); and (c) the section is a laboratory that must be taken with a course having a different section number. Course evaluations are completed at [https://soic.iupui.edu/app/course-eval/](https://soic.iupui.edu/app/course-eval/). Course evaluations are open from the eleventh week. Course evaluations are anonymous, which means that no one can view the name of the student completing the evaluation. In addition, no one can view the evaluation itself until after the instructor has submitted the final grades for the course. In small sections, demographic information should be left blank, if it could be used to identify the student. A course evaluation must close before the grade for that course can be released. To ensure students have had ample opportunity to complete the evaluation, an uncompleted course evaluation could delay the release of the grade for up to a week.

6. **Communication:** The instructor should respond to emails within 48 hours, excluding
weekends and holidays, and announce periods of extended absence in advance. The instructor should provide weekly office hours or accept appointments for face-to-face, telephone, or teleconferenced meetings.

7. **Email:** Indiana University uses your IU email account as an official means of communication, and students should check it daily for pertinent information. Although you may have your IU email forwarded to an outside email account, please email faculty and staff from your IU email account.

8. **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.

9. **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.

10. **Emergency Preparedness:** Safety on campus is everyone’s responsibility. Know what to do in an emergency so that you can protect yourself and others. For specific information, visit the emergency management website. http://protect.iu.edu/emergency

11. **Student Advocate:** The Student Advocate provides assistance to students with personal, financial, and academic issues. The Student Advocate Office is located in the Campus Center, Suite 350. The Student Advocate may also be contacted by phone at 317 274-4431 or by email at studvoc@iupui.edu. For more information visit http://studentaffairs.iupui.edu/advocate.

12. **Counseling and Psychological Services (CAPS):** Students seeking counseling or other psychological services should contact the CAPS office by phone at 274-2548 or email at capsindy@iupui.edu. For more information visit http://life.iupui.edu/caps/.

**MISSION STATEMENT**
N299
Career Planning
Indiana University School of Informatics and Computing, Indianapolis
Spring 2016

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.