

13-52  
UWUCC: App-2/4/14  
Senate: App 2/25/14

### REQUEST FOR APPROVAL TO USE W-DESIGNATION

LSC #  
Action AP-10-10-13

#### COVER SHEET: Request for Approval to Use W-Designation

##### TYPE I. PROFESSOR COMMITMENT

- Professor David T. Smith Phone 724-357-4478
- Writing Workshop? (If not at IUP, where? when?) \_\_\_\_\_
- Proposal for one W-course (see instructions below)
- Agree to forward syllabi for subsequently offered W-courses?

##### TYPE II. DEPARTMENT COURSE

- Department Contact Person \_\_\_\_\_ Phone \_\_\_\_\_
- Course Number/Title \_\_\_\_\_
- Statement concerning departmental responsibility \_\_\_\_\_
- Proposal for this W-course (see instructions below)

##### TYPE III. SPECIFIC COURSE AND SPECIFIC PROFESSOR(S)

- Professor(s) \_\_\_\_\_ Phone \_\_\_\_\_
- Course Number/Title \_\_\_\_\_
- Proposal for this W-course (see instructions below)

##### SIGNATURES:

Professor(s) \_\_\_\_\_

Department Chairperson William Ogilvie

College Dean \_\_\_\_\_

Director of Liberal Studies \_\_\_\_\_

##### COMPONENTS OF A PROPOSAL FOR A WRITING-INTENSIVE COURSE:

- I. "Writing Summary"--one or two pages explaining how writing is used in the course. First, explain any distinctive characteristics of the content or students which would help the Liberal Studies Committee understand your summary. Second, list and explain the types of writing activities; be especially careful to explain (1) what each writing activity is intended to accomplish as well as the (2) amount of writing, (3) frequency and number of assignments, and (4) whether there are opportunities for revision. If the activity is to be graded, indicate (5) evaluation standards and (6) percentage contribution to the student's final grade.
- II. Copy of the course syllabus.
- III. Two or three samples of assignment sheets, instructions, or criteria concerning writing that are given to students. Limit: 4 pages. (Single copies of longer items, if essential to the proposal, may be submitted to be passed among LSC members and returned to you.)

**Please number all pages.** Provide one copy to Liberal Studies Committee.  
**Before you submit:** Have you double-checked your proposal against "The Liberal Studies Committee's Most Frequently Asked Questions"?

*Carol Redquist UWUCC*  
2-4-14

**Received**  
JAN 15 2014  
Liberal Studies

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JUN 4 2013  
Liberal Studies

## CHECK LIST FOR WRITING-INTENSIVE PROPOSALS

The Liberal Studies Committee's Most Frequently Asked Questions,  
Based on the Senate Criteria for Writing-Intensive Courses

For All Writing-Intensive Courses:

- yes Are the writing assignments integral parts of the course, rather than exercises that seem tacked on artificially? Are they assignments that promise to enhance student learning?
- yes Have you considered various forms of writing such as case studies, laboratory reports, journals, letters, memos, formal essays, research articles, project or grant proposals, and so forth?
- yes Does one of your course objectives explicitly mention the improvement of writing?
- yes Will you distribute written instructions, including criteria for evaluation, for major assignments?
- yes Will students receive guidance in conceiving, organizing, and presenting written material in ways appropriate to the subject being studied?
- yes Will students produce at least 5000 words (15-20 typed pages) of writing that you evaluate? Have you clarified this by giving us the minimum number of pages that you expect for each writing assignment?
- yes Are there at least two, and preferably more, different writing assignments?
- yes Will students revise at least one assignment after receiving your review comments?
- yes Does at least one assignment require students to produce finished, edited prose (as differentiated from whatever informal or draft writing you have included)?
- yes Are written assignments (in-class; out-of-class) worth at least 50% of the course grade?

For Type I (Professor Commitment) Writing-Intensive Courses:

- yes Have you attended a writing workshop either at IUP or elsewhere? [If not, have you indicated at least equivalent preparation based on such things as graduate education, teaching experience in writing courses, publications, conference attendance, or other professional activities?]

For Type II (Departmental) Writing-Intensive Courses:

- \_\_\_\_\_ Does your "statement of departmental responsibility" explain how the department will ensure that the writing component is present regardless of who is teaching? Does it identify the specific department group or individual who is responsible for ensuring this?

## **Proposal for Type-1 Writing Intensive Approval**

I am applying for Type-1 (Professor Commitment) writing intensive approval. Included in this proposal is the Syllabus of COSC 380 Seminar in Computer Profession and Ethics. This Syllabus is my Syllabus of Instruction with enhanced writing components. It is representative of what I will do on any course that I teach which will be designated as writing intensive.

### **I. Writing Summary**

The COSC 380 course has a significant number of writing activities which include both formal and informal writing, and addresses self, peer, professional, and instructor audiences. Furthermore the genres include resume, cover letters, executive summaries, presentations, preparation of test questions, out of class activities, term paper, and written exam. The writing specifics of each are as follows:

- a. Resume – students prepare their resumes. The intended audience is potential hiring companies. For those students that pursue an Internship in Computer Science the resumes produced in this class are used in securing an internship. Students first submit drafts for which I produce feedback. Subsequently, students submit a final form. Both draft and final form are graded with substantial weight given to the latter. Resume contributes to 6.67% of course grade.
- b. Cover letter – when submitting their resume, students prepare and submit a cover letter. This is graded and feedback is provided. Cover letter contributes to 2.5% of course grade.
- c. Executive Summary – students read a total of six articles from trade literature and produce an executive summary for each. The intended audience would be management and professional peers. In addition to the final product, students are required use informal/exploratory writing methods when reading the articles. The audience for this writing is self. Both the informal/exploratory writing and the executive summaries must be submitted. Only the executive summary is graded. However, failure to include informal/exploratory writing will result in a deduction. Feedback is provided on both informal/exploratory writing and finished summary. Since articles are completed in sequence, it is expected that the feedback will result in improvement over the course of the semester. Executive summaries contribute to 15% of course grade.
- d. Presentations – students participate in three presentations. The first is an informal presentation of the student’s career objectives, second a technical presentation, and third a group presentation on ethics. The latter two involve a formal presentation (e.g., PowerPoint or equivalent). For all presentations, students are required to use informal/exploratory writing to capture content and organize thoughts. This is required to be done on an individual basis on the group presentation. This writing is not graded; however, failure to include will result in a deduction. The audience for this writing is self and peers within the group (for the last presentation). In the group presentation, the

students assimilate their informal writing into an outline. Students in each group then meet with me to review their outlines. Feedback is provided at that time. It is expected that feedback will result in a high quality presentation. Presentations contribute to around 20% of the course grade. Writing components of the presentations (informal writing and the writing within the presentation itself) contribute to around 8 % of the grade. The other 12% is for presentation delivery and non-individual writing.

- e. Preparation of test questions – in conjunction with their technical presentation, students prepare five multiple choice test questions which will be compiled into the mid-term exam. The audience here is student peers. Students will revise the questions if needed at my request. On acceptance, students receive full credit. Test questions contribute to 1.67% of course grade.
- f. Out of class activities – students are required to attend four out of class activities such as university clubs and colloquiums. As proof of attendance, students are required to submit a one page activity report for each. The audience is instructor. These reports contribute to 10% of the course grade.
- g. Term paper – while the ethics presentation is a group effort, students must produce on an individual basis a term paper on their selected ethical topic. The term paper must be formal writing maintaining quality writing standards and include a bibliography. The audience is instructor. The term paper is graded and contributes to 10% of the course grade.
- h. Final exam – the final exam is exclusively short answer and essay. The audience is instructor. The final exam contributes to 16.67% of the course grade.

## II. Copy of Syllabus

Attached.

## III. Sample Assignments

The list of writing assignments is given in the writing summary chart below. The syllabus further identifies the assignments.

**COSC 380 - Seminar in Computer Profession and Ethics**  
**Writing Summary Chart**

<b>No</b>	<b>Genre</b>	<b>Type</b> W2L – Write to Learn W2C – Write to Comm.	<b>Audience</b>	<b>% Grade</b>
1	Resume	Formal Concise W2C	Potential Hiring Mangers	6.67 %
2	Cover Letter	Formal W2C	Potential Hiring Mangers	2.50 %
3	Executive Summary	Informal W2L Formal W2C	Self Supervisor	10.00 %
4	Presentations	Informal W2L Formal Concise W2C	Self Peers	8.00 %
5	Test Questions	Formal W2C	Peers/Instructor	1.67 %
6	Activity Report	Informal W2C	Instructor	10.00 %
7	Term Paper	Formal W2C	Instructor	10.00 %
8	Final – Short answer	Informal W2C	Instructor	16.67 %
	Total % of grade dependent on writing assignments			65.50 %

# SYLLABUS

## COSC 380 Seminar on the Computer Profession and Ethics

### Writing Intensive Format

**Professor: Dr. David T. Smith**

Office: 306 Stright Hall  
Tel/Email: 724-357-4478/dtsmith@iup.edu

#### ***I. Course Description***

This course seeks to emphasize the need for a computing professional to maintain an informed awareness of advances in the field of computing as practiced by professionals in the field. Further, this course investigates a student's exploration and preparation for obtaining employment in the field. Written and verbal communication skills are emphasized along with the ability to interact in group discussions. Ethics and ethical behavior which are critical to a computing professional will be a major component. Problematic scenarios that a computer professional may face will be investigated.

This course should be taken the semester before an internship or the first semester of the senior year and should not be taken at the same time as COSC 480. For students wishing to complete a Computer Science internship (COSC 493), this course should be taken in the semester in which they apply.

#### ***II. Course Outcomes***

Upon successful completion of this course, the student will be able to:

1. Produce the documents commonly expected to apply for a work position—cover letter, resume, and follow-up letters.
2. Participate in the professional interviewing process.
3. Identify the sources of and utilize subject content of literature in the computer profession.
4. Utilize the literature in the computer profession to formulate and produce executive summaries.
5. Plan, develop, and deliver professional presentations using presentation tools.
6. Assess the role of Ethics in the computer profession.
7. Express in written and oral forms an understanding of ethical topics related to the computer profession including analysis of case studies.
9. Evaluate the responsibilities and accountability of computer professionals.

### ***III. Detailed Course Outline***

A. Introduction to the Course and Course Objectives	1 hr
B. Obtaining a Professional Position	2 hrs
1. Constructing a Professional Resume – Content, Format and Styles	
2. Constructing a Professional Cover Letter – Content, Format and Styles	
3. Job Interviews - what to expect and what is expected of you	
4. Correspondence Following an Interview	
5. The Offer of Employment	
C. Professional Presentations	3 hrs
1. Preparation, Planning and Producing a Professional Presentation	
2. Delivering Your First Presentation – Your Professional Goals	
D. Survey of Current and Projected Employment Opportunities	1 hr
1. Identifying Employment Opportunities – Where to Look	
2. Job Fairs – What to Expect	
3. Job Descriptions	
4. Compensation – Salary, Benefits, Cost of Living, Work Hours, Working Conditions	
E. Professional Report Presentations and Critiques	5 hrs
1. Each Student Prepares and Delivers a 10-15 Minute Presentation	
2. Student Presentations are critiqued	
F. Mid-Term Exam (topic)	1 hr
G. Introduction to Computer Ethics	2 hrs
1. What is Computer Ethics?	
2. Comparisons between philosophical ethics, professional ethics, and computer ethics	
H. Privacy	2 hrs
1. Impact of Computer Technology	
2. Consumer Information	
3. Privacy Risks - Identity Theft	
4. Case Study Presentation*	
I. Trusting Technology – Who is Accountable?	2 hrs
1. What Can Go Wrong	
2. Increasing Reliability	
3. Professional Responsibility and Accountability	
4. Case Study Presentation*	
J. Freedom of Speech in Cyberspace	2 hrs
1. Offensive Speech	
2. Censorship	
3. Abuses	
4. Case Study Presentation*	

K. Intellectual Property	2 hrs
1. What is Intellectual Property	
2. Copyright Law	
3. Case Study Presentation *	
L. Computer Crime	2 hrs
1. Hacking	
2. Online Scams	
3. Fraud, Embezzlement, Sabotage, Forgery	
4. Legislation for Privacy and Access to Information	
5. Case Study Presentation *	
M. Impact and Control of Computers	2 hrs
1. Computers at Work	
2. Computers and Community	
3. Information Access	
4. Evaluating the Impact of Computer Technology	
5. Case Study Presentation *	
N. Professional Ethical Codes and Responsibilities	1 hr
1. Ethical Guidelines for Computer Professionals	
Total	28 hrs
Final Exam (Ethics)	2 hrs

\* After the instructor introduces and identifies the critical components of an ethical subject, assigned students will research, organize and deliver presentations of cases involving the specific ethical subject.

#### ***IV. Evaluation Methods:***

##### **A. Six Reading Assignments and Reports (Executive Summary)**

You are required to read six articles from professional literature in Computer Science and write an Executive Summary for each. An Executive Summary provides a 1 ½ to 2 page synopsis of the article that is intended to be shared with management and peers in the workplace to enable them to quickly gain an understanding of the article's content. **You are required to use informal/exploratory writing methods** when reading the article as a means for you to gain understanding and to organize thoughts for inclusion into the finished Executive Summary.

Each report should have as its source a publication from the approved list of professional periodicals indicated below. No article may have as its source an excerpt from a book. Use of an article from a computing professional source that is not listed below requires prior approval. Furthermore, all articles must come from periodicals that have publication dates **not more than 18 months** earlier than the beginning of the course and a **particular periodical source** can only be used at most **two times**. The purpose of the reports is to expose you to various sources of trade literature and have you produce an executive summary of the content. An executive summary is a **one and a half (1 ½) to two page (2) report** that



summarizes the article and identifies its significance. It should be terse, double spaced with a one (1) inch margin around all pages and pages must be numbered. Typos, spelling errors, and grammar errors must be eliminated by proof reading and with use of a spell checker or other tools. **Do not use articles that are themselves an executive summary.** Your executive summary **must cite** the source using a bibliography reference.

Pre-approved Professional Sources for Articles:

Information World	CNET
BYTE Magazine	ZDNET
Infoworld	Ziff Davis Media
CIO	PC World
MacWorld	Computerworld
Communication Week	Programmer's Paradise
TechWeb	Data Communications Software
Network Computing	Datamation
Computer Technology Review	Dr. Dobb's Journals

On-line sources are acceptable as long as they have a specific publication date (e.g. CNN www.cnn.com. However, web sources that are not published according to a regular schedule are not suitable (**blogs are not suitable**).

#### B. Resume and Cover Letter

You must prepare a professional resume and cover letter. First drafts must be submitted in week two. They will be reviewed and reaction (i.e., comments) will be handed back to you for polishing prior to the final submission in week three.

#### C. Professional Objective Presentation

You will give a free style, but formal, presentation in class concerning your background and career goals. The presentation will be about five (5) to seven (7) minutes long. The purpose is to help you develop a presentation style. **You are required to use informal/exploratory writing** to organize your thoughts in preparation for your presentation. Evidence of informal/exploratory writing must be turned in at the time of presentation.

#### D. Mock Interview

**You are required** to take part in a Career Services Mock Interview (**there is a fee**). You need to schedule this early in the semester since the schedule usually filled by midterm. After completing the interview you will be given a written document indicating your participation in the Mock Interview process. You need to retain this document as evidence of completing the mock interview should Career Services not provide the form to the instructor.

#### E. Technical Presentation

You will individually prepare and present one professional technical presentation based on a subject from one of the article reviews, or a subject agreed to by the instructor. Plan to take about fifteen (15) minutes (they are timed) to deliver your presentation. It is your responsibility to assure that the site is prepared for your presentation. The presentation must

be done with electronic presentation software like Microsoft PowerPoint or PDF presentation. Your Presentation must include a road map, content, summary, and references. **You are required to use informal/exploratory writing** to capture the content for your presentation and to organize your thoughts. In addition you must prepare **five** multiple choice test questions on the content of the presentation (each question **must have 4 reasonable choices** and indicate the correct answer). The test questions are submitted to the instructor **prior to** the presentation along with a hard copy. Upload your presentation and questions to Moodle. Evidence of informal/exploratory writing must be turned in at the time of presentation.

#### F. Professional Activities

Students are required to attend four professional activities during the semester. These include: IUP Computer Science Department sponsored colloquia, Internship Presentations, Programming Team practice session, Computer Science Club meeting, University sponsored presentations whose subject matter deals with computer technology or issues, a professional job fair, a professional user group meeting. For each you will submit a one page report identifying the venue and a brief summary of the content. Provide sufficient information to assure me of your attendance. Upload your activity report to Moodle.

#### G. Mid-term Exam

The mid-term exam will be the composition of all submitted test questions from the technical presentations. All presentations will be made available during the test.

#### H. Ethics Presentation

As part of a small team (2-3 students) you must prepare and present a professional presentation on ethics based on the selection of one chapter from our textbook. The selection for the team must be approved by the instructor. Each presentation must include one or two case studies each of which have identify several solutions base on different ethical points of view. Include questions for discussion in the class. Plan to take about thirty-five (35) minutes (they are timed), with each member of the team delivering near equal portions. It is the team's responsibility to assure that the site is prepared for his/her presentation. The presentation must be done with electronic presentation software like Microsoft PowerPoint or PDF presentation. Your Presentation must include the following information:

##### A. Brainstorming:

1. Overview and definition of the ethical issue.
2. Definition of ethical concerns (benefits and problems) in this area.
3. Role or impact of technology in this area.
4. Legal aspects and relevant laws (high level).
5. Description of an ethical scenario.
6. Identify the interested parties, their stake in the scenario, and what outcome each party would like to achieve.
7. List risks, issues, problems, and consequences.

8. List benefits and identify who gets each benefit.
9. List three (3) possible solutions to the ethical scenario.

**B. Analysis:**

1. Identify responsibilities of the decision maker.
2. Identify both negative and positive rights of each stakeholder.
3. Consider the impact of the actions (solutions) on each stakeholder. Analyze the consequences, risks, benefits, harms , costs for each action.
4. Find sections of the SE code or ACM code that apply.
5. Select a solution that you think is best and justify your decision.

**C. References (must have at least three, one of which may be our text).**

**I. Ethics Outline**

In preparation for the presentation your will prepare an outline. You will meet with me to review your outline in preparation for your presentation. Your outline should address all points listed in H. While the outline is a group effort, **each member is required to use informal/exploratory writing** to capture the content of your chapter and identify case studies. This writing is then used by the group to produce the outline. Evidence of informal/exploratory writing must be turned in at the time we meet.

**J. Ethics Paper**

Following your presentation you will individually write a paper on the selected chapter. The paper must be four to six pages (double space 12 point) including a references page. The paper provides a concise, coherent, and complete narrative of the ethical topic. The paper must include at least one case study which includes discussion of an ethical scenario, identification of stakeholders together with positive and negative rights, possible resolutions, and analysis of the resolutions from the perspective of at least two normative ethical models.

**K. Ethics Exam**

The final exam will cover the content of the textbook. It will be short answer and essay.

**The final grade of the course will be determined as follows:**

Readings/Executive Summary (15 points each)	90 points *
Resume (1 <sup>st</sup> draft)	10 points
Cover Letter	15 points
Resume (final revision)	30 points
Career Objective Presentation	25 points *
Mock Interview	40 points
Major Technical Presentation	50 points *
Major Technical Presentation Questions	10 points
Activities/Participation (15 points each)	60 points
Topics Exam	50 points

Ethics Case Outline	10 points *
Ethics Case Presentation	50 points
Ethics Case Paper	60 points
Ethics Final Exam	100 points
<b>Total</b>	<b>600 points</b>

\* These items require evidence of informal/exploratory writing. This writing will not be graded. However, except for Ethical Case Outline, 20% of the points are dependent on submission of informal/exploratory writing. Thus, failure to submit informal/exploratory writing will result in 20% deduction. For Ethical Case Outline the deduction is 50%.

**Grading Scale:**

90-100% = A, 80-89% = B, 70-79% = C, 60-69% = D, and < 60% = F.

**You must get a passing score (60% or better) in each activity to obtain an ‘A’ or a ‘B’ in this course.**

Due dates for assignments and all other hand-ins will be specified in class. It is your responsibility to turn in assignments on their specified due dates. Your name, the due date and hand-in date should be indicated on each assignment and other hand-ins.

***V. Required Textbook, Supplemental Books and Readings:***

Baase, Sara, *A Gift of Fire* 4th ed., Pearson Education, Inc. 2012.

**Policies**

**Attendance policy:**

Five points will be deducted from your overall score for each **unexcused** absence.

**Submissions:**

All assignments **must be submitted Moodle and a hard copy turned in at the start of class session.**

**Late submission:**

20% of the assignment per day late.

**Participation/Conduct:**

You are expected to be attentive during all presentations by your classmates and participate in the discussions. Be respectful of each other. Provide constructive criticism. Failure to be attentive and have appropriate conduct during a given class period will be treated as an unexcused absence.

## **Academic Integrity:**

You are expected to uphold the school's standard of conduct relating to academic honesty. You are responsible for the content and integrity of the academic work submitted. **Violation of the honor code will include zero for the assignment (AT MINIMUM), failure for the course, and a report filed with the Office of Student Affairs.** You are considered to be in violation of the honor code if you:

- 1) Provide or receive unauthorized assistance in coursework, with lab work, or during examinations or quizzes.
- 2) **Plagiarizing papers, essays, assignments, presentations, computer projects, or other academic exercises by misrepresenting or passing off the ideas, words, formulas, or data of another as one's own.**
- 3) Using the same paper or work more than once without prior authorization.
- 4) Possessing course examination materials before the administration of the exam, without my prior knowledge or consent.
- 5) **Computer dishonesty**, including: tampering with or making unauthorized change to another person's or the university's computer system, illegally copying computer software, personal use of another individual's computer account, unauthorized activity involving another individual's personal computer system or any system belonging to the university, and other unauthorized use of violations involving computer use.