CS 4890  Cooperative Work
Summer Semester 2014

Instructor
Drew Weidman
Phone: 801-547-0132 Home number in case of emergency
E-mail: dweidman@weber.edu This is the best way to reach me.

Classroom
Online

Days and Time
Online

Texts
None

Goal
To provide CS majors with the opportunity to use their academic experience in the workplace. The student does not necessarily have to be employed by a computer related organization to qualify for this course, as long as the student is using computer related skills in the performance of their duties.

1 Credit hour = 5 hours per week
2 Credit hours = 10 hours per week
3 Credit hours = 15 hours per week
4 Credit hours = 20 hours per week

Purpose of Course
To provide CS majors with the opportunity of utilizing their work experience to enhance their education

Write all reports using a word processor. A portion of the grade for the course will depend on your (and your supervisor's) promptness in sending me these reports. The reports must arrive in my office on or before the due date. The reports and their due dates are as follows:

Work Description with: No later than May 19th
o Demographic Info
o Current Job Description

Progress Reports
You will be graded on the completeness of the 4 progress reports, including the content, grammar and neatness. How well you met your work objectives and your supervisor's evaluation (a short evaluation form, provided to the supervisor at the end of the semester) will comprise a major part of the grade. The supervisor's evaluation will be sent directly from him/her to me. **No hand-written reports will be accepted except the employer evaluation.**

There will be no formal meetings of the class. Reports can be submitted via Online.weber.edu in the Assignment section. Sixty percent of your grade comes from QUALITY, and TIMELY progress reports to the instructor.

Due Dates
The student will submit written (typed) progress reports according to the following schedule:

- Work Description No later than May 19th (2nd week)
- Progress Report #1 No later than Jun 2nd (4th week)
- Progress Report #2 No later than Jun 23rd (7th week)
- Progress Report #3 No later than Jul 14th (10th week)
- Progress Report #4 No later than Aug 11th (14th week)
- Supervisor's Evaluation – No later than Aug 13th (14th week)

The instructor will monitor the student's progress. Each progress report is graded based on grammar, spelling and timeliness. Your supervisor will also submit their evaluation of your work.

**Evaluation**
- Work Description – 10%
- Progress Report #1 – 15%
- Progress Report #2 – 15%
- Progress Report #3 – 15%
- Progress Report #4 – 15%
- Supervisor’s Evaluation – 30%

**Accommodations for disabilities**
Any student requiring accommodations or services due to a disability must contact Services for Students with Disabilities (SSD) in room 181 of the Student Service Center.

**Grading**
The final grade will be given based on points accumulated throughout the course. Standard grading will apply: 94-100 A; 90-93 A-; 87-89 B+; 84-86 B; 80-83 B-; 77-79 C+; 74-76 C; 70-73 C-; 67-69 D+; 64-66 D; 60-63 D-; 59 or below E.

**Policies**
There will be no formal meetings of the class. Progress reports should be submitted via Online.weber.edu in the Assignment section. Each report should be between a half page and a full page in length. Since 60% of your grade comes from progress reports, the more QUALITY and TIMELINESS, the better!
contact me so I can work with you ahead of time. 

CS Department policy dictates that any verifiable evidence of student academic cheating, as defined and determined by the instructor, will result in: 1) an automatic failing grade for the class and 2) a report to the Dean of Students that will include the student’s name and a description of the student’s dishonest conduct.

<table>
<thead>
<tr>
<th>Path to Success</th>
<th>Here are some things that I have noticed that you can do to get a passing grade from this class</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Always take the quizzes. You may find that you are pushed for time and decide to skip a quiz. These are fairly easy points that you are passing up.</td>
</tr>
<tr>
<td>2.</td>
<td>Participate in the discussions. Log in several times during the week and read the discussion topics. You will find that you may be able to answer someone else’s question or other students may answer your questions. Be an active participant in the class.</td>
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<tr>
<td>3.</td>
<td>Use the study guide to prepare for your exams. Answer all questions as you review. When you feel prepared, print out a blank study guide again and go over to see if you can answer the question correctly</td>
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<tr>
<td>4.</td>
<td>Turn labs in on time. Remember that there is a 20% penalty per day that the lab is late.</td>
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<td>5.</td>
<td>Read the chapters. Listen to the recorded lectures and read the chapters on your own. It will help solidify your understanding of the information.</td>
</tr>
<tr>
<td>6.</td>
<td>Take the exams on time. If you know that something is going to interfere with an exam, contact the professor ahead of time. I am a lot easier to work with ahead of time rather than after the fact.</td>
</tr>
<tr>
<td>7.</td>
<td>The best way to contact me is via email. I participate in the discussions, but not as readily as I see my email.</td>
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