

**COURSE SECTION INFORMATION**

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<b>Course Coordinator:</b>	Brian M. Powell
<b>Sections:</b>	CS490-1, CRN 81591, meet as scheduled for CS101 section or Open Lab CS490-2, CRN 82971, meet as scheduled for CS101 section or Open Lab
<b>Course Websites:</b>	Main CS101 Website - <a href="http://cs101.wvu.edu">http://cs101.wvu.edu</a> CS101 Instructor Resources - <a href="http://cs101.wvu.edu/instructor-resources/">http://cs101.wvu.edu/instructor-resources/</a>

**COURSE COORDINATOR CONTACT INFORMATION**

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<b>E-mail:</b>	<a href="mailto:brian.powell@mail.wvu.edu">brian.powell@mail.wvu.edu</a> E-mail is the best way of reaching the course coordinator. Please send your message from your MIX account. Be sure to clearly identify yourself.
<b>Phone:</b>	(304) 288-1549
<b>Office:</b>	205 Armstrong Hall (Morgantown, Downtown Campus)
<b>Schedule:</b>	Please e-mail to arrange an appointment.

**COURSE DESCRIPTION AND EXPECTED LEARNING OUTCOMES**

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<b>Course Catalog:</b>	CS490 Teaching Practicum. 1-3 Hrs. Teaching practice as a tutor or assistance.
<b>Prerequisites:</b>	Proctor must have completed Computer Science 101 or have equivalent skills as determined by the Course Coordinator. Enrollment is with the permission of the Course Coordinator.
<b>GEC:</b>	This course does not meet any <a href="#">GEC Objectives</a> .
<b>Outcomes:</b>	The expected learning outcomes for this course are that students will be able to: <ul style="list-style-type: none"><li>▪ Efficiently use Microsoft Excel, Access, Word, and PowerPoint to create documents.</li><li>▪ Confidently and successfully assist and tutor students in one-on-one and group settings.</li></ul>

**COURSE MATERIALS**

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<b>Textbook:</b>	None required. Proctors will be provided access to Computer Science 101 textbooks as needed.
<b>Computer Requirements:</b>	While some proctors may have special duties that require specific computer applications, it is expected that most students will have minimal computer needs outside of their scheduled time in CS101/CS490 facilities.  All of the software needed for this course is available on computers in <a href="#">CS101 Open Lab</a> , on <a href="#">WVU Libraries</a> public computers, and in the <a href="#">OIT computer labs</a> .  To use your own computer, you will need the following software: <ul style="list-style-type: none"><li>• Recent version of Microsoft Windows, Mac OS, or Linux</li><li>• Recent web browser</li><li>• <a href="#">Adobe Reader</a> or another PDF viewer</li></ul> Failure to have a usable computer does not excuse you from course requirements

and deadlines.

**COURSE POLICIES**

**Proctor Plus Option:** In exchange for assisting with Open Lab Online sessions, leading exam review sessions, or other duties as arranged with the Course Coordinator, proctors may elect to receive a letter grade for CS490 rather than pass/fail as with normal proctoring. This must be arranged before the end of the add/drop period.

**Supervision:** While the Course Coordinator is the instructor of record for CS490, the CS101 instructors teaching the sections proctors are assigned to or working in Open Lab with the proctors are responsible for providing day-to-day supervision of proctors.

Proctors are expected to assist the CS101 instructors as requested. Feedback from the CS101 instructors will be used in determining grades for each proctor.

**Duties:** **In-class proctors** are expected to assist the instructor as requested. Common duties include providing students with one-on-one assistance, running the instructor computer, monitoring student computers using Smart Sync, and monitoring exams. Instructors and proctors should work together to determine how the proctor’s skills can best be utilized.

**Open Lab proctors** assist students who have questions with CS101 assignments or other course material. Since there are slow periods in Open Lab, proctors are encouraged to bring their own work when they are not needed to help students. Proctors should remain attentive in case their assistance is needed.

**All proctors** will be expected to provide feedback and suggestions for improvement of the course. Special projects may also be assigned.

**Grading:** In general, course grades are based on regular attendance and the proctor performing their assigned duties as expected:

Absences	Letter Grade
2 or Fewer Unexcused Absences and Proctor performed duties as expected	P (Proctor) A (Proctor Plus)
3 or 4 Unexcused Absences and Proctor performed duties as expected	P (Proctor) C (Proctor Plus)
5 or More Unexcused Absences or Proctor did not perform duties as expected	F

Grades are determined using feedback provided by the CS101 instructors assigned to teach the course sections or Open Lab times for which the CS490 proctor is scheduled.

Some proctors may have special assignments with separate grading requirements determined by mutual agreement with the Course Coordinator.

**Semester Schedule:** Proctors are assigned to specific CS101 sections or CS101 Open Lab hours. They are expected to attend all scheduled sessions starting from the first week of class.

Proctors assigned to Open Lab do not need to attend during Finals Week. Proctors assigned to course sections should attend their section’s exams. A full list of exam times is available at

<http://cs101.wvu.edu/this-semester/final-exam-schedule/>.

**Web/E-mail:** The CS101 website and your MIX e-mail account are the primary outside-of-class means through which we distribute information. It is your responsibility to be familiar with all provided information. You will not receive accommodations for failing to check these sources daily.

When communicating with your supervising instructor or the Course Coordinator, please be sure to identify your name, your course section, and clearly explain your question or concern.

**MyID Account:** Your MyID account will be used to login to CS101 computers and websites. You must activate your MyID account at <http://myid.wvu.edu> before use. If you encounter problems with MyID, call OIT Help Desk at (304) 293-4444.

It is your responsibility to have a working MyID account. Failure to do so may keep you from completing required tasks and can impact your grade.

**Academic Integrity:**

The integrity of the classes offered by any academic institution solidifies the foundation of its mission and cannot be sacrificed to expediency, ignorance, or blatant fraud. Therefore, the instructor will enforce rigorous standards of academic integrity in all aspects and assignments of this course.

Examples of academic integrity violations include, but are not limited to, the following:

- Inappropriate use of CS490 or CS101 resources including but not limited to homework projects and examples.
- Assisting a CS101 student in violating that course’s academic integrity policy.
- Making fraudulent or dishonest statements regarding your work.
- Plagiarism.

A range of penalties is possible for academic integrity violations. The standard penalties are listed below, but more severe penalties including an unforgivable F for the course can be applied.

Occurrence	Standard Penalties
First Occurrence or After	Failing grade (F) for the course.

If an academic integrity violation is suspected, you will be notified via e-mail or certified mail. You may appeal to the course coordinator within 7 calendar days of the notice. Failure to appeal or reply within this time period will be considered an admission of guilt and applicable penalties will be applied.

Additional information on WVU’s academic integrity policy is available at [http://studentlife.wvu.edu/office\\_of\\_student\\_conduct/student\\_conduct\\_code](http://studentlife.wvu.edu/office_of_student_conduct/student_conduct_code). If you have any questions about this policy or if an activity is allowed, it is your responsibility to check with your supervising instructor or the Course Coordinator beforehand.

**Attendance:** Regular attendance by proctors is critical to the success of the proctor program. Proctors are expected to attend every scheduled class session or Open Lab shift.

In the event that a proctor cannot attend a scheduled shift, they are responsible for notifying their supervising instructor, preferably in advance.

If proctors have multiple absences, it may be necessary for them to work additional time to make-up. Excessive unexcused absences may impact a proctor's grade.

**Class Cancellations:** On rare occasions, CS101 classes or Open Lab may be cancelled. If this occurs, you will be notified by MIX e-mail and the CS101 website.

**Class and Open Lab Conduct:**

- Be attentive during class meetings and in Open Lab.
- Do not be late to arrive or early to leave.
- Do not be disruptive to others.
- Cell phones and pagers must be set to vibrate or turned off during class.
- Physical abuse of equipment or furniture will not be tolerated.
- Instructors, proctors, staff, and other students are to be treated in a professional, courteous manner.

**Time and Workload Expectation:** In addition to the scheduled time spent with CS101 course sections or in CS101 Open Lab, proctors will have a small additional time commitment to read course materials and prepare for class. In general, this should not be more than 1 hour per week.

Returning proctors and those assigned to special projects will have additional time commitments.

**Enrollment:** By WVU policy, you must be properly enrolled and current on all billings to participate in class. If you are removed from the course for non-payment, it is your responsibility to resolve the problem with the [Office of the University Registrar](#) and [Student Accounts](#). You may lose credit for work due while you are not enrolled.

**Privacy:** Under the Family Educational Rights and Privacy Act of 1974 and [WVU policy](#), students have a right to the privacy of their academic information. A [FERPA release](#) must be on file with CS101 before we can release information on a student's performance to outside parties including a student's parents. Granting access to the [Parent/Guest Portal](#) is not sufficient to allow the release of CS101 information.

Use of CS101 computers and systems may be monitored.

**Disabilities:** If you believe that you have a disability that may affect your performance in this course, it is your responsibility to contact the [WVU Office of Accessibility Services](#) at (304) 293-6700. Documentation from Accessibility Services must be provided to your instructor before any accommodations can be granted.

**Student Services:** Links to student services provided by WVU are available at <http://www.wvu.edu/currentstudents/>.

**Social Justice:** The West Virginia University community is committed to creating and fostering a positive learning and working environment based on open communication, mutual respect, and inclusion.