WestVirginiaUniversity®
COMPUTER SCIENCE 101 (/)

CS490 Syllabus

Fall 2020 Semester

Course Information

Section Information

Sections

Section Number	CRN	Meeting Time	Location
CS490-001	CRN 80926	Meet as scheduled for CS101 section or Open Lab	Meet as scheduled for CS101 section or Open Lab
CS490-002	CRN 81507	Meet as scheduled for CS101 section or Open Lab	Meet as scheduled for CS101 section or Open Lab
CS490-003	CRN 88919	Meet as scheduled for CS101 section or Open Lab	Meet as scheduled for CS101 section or Open Lab

Course Websites

Main Websites

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Contact Information

Course Coordinator Contact Information

If you are unsatisfied with the response from your instructor, you may contact the Course Coordinator for assistance.

Brian M. Powell, PhD
E-mail: brian.powell@mail.wvu.edu
Phone: (304) 293-6255
Offices: 205 Armstrong Hall and 249 Advanced Engineering Research Building
Office Hours: Please schedule an appointment on Calendly (https://calendly.com/bmpowell).

Course Description and Learning Objectives

Course Description

Computer Science 490 is designed to teach students how they can assist others in learning Computer Science-related course material by assisting in course lectures and Open Lab environments. The course also serves to reinforce the skills taught in CS101 and CS293B.

Prerequisites and Expected Skills

Proctors must have completed CS101 and/or CS293B or have equivalent skills as determined by the Course Coordinator. Enrollment is by permission of the Course Coordinator.

Proctors are expected to be familiar with the material taught in CS101 and/or CS293B.

General Education Curriculum and General Education Foundations

This course does not meet any GEC Objectives or GEF Foundations.

Course Learning Objectives

After completing Computer Science 490, students will be able to:

Number	Course Learning Objective	Learning Activities & Informal Assessments	Formal Assessments
CA01	Demonstrate how to use spreadsheet, database, word processing, and presentation applications to display data, conduct analysis, and explore what-if sceanrios.	- Lecture Section Student Assistance - Open Lab Student Assistance	No formal assessments
CB01	Demonstrate how to use the Python programming language to write software for conducting data analysis.	- Lecture Section Student Assistance - Open Lab Student Assistance	No formal assessments

Course Organization

Computer Science 490 is organized into a single semester-long unit. There are no formal structured learning activities, informal assessments, or formal assessments.

Course Materials and Technology Requirements

Computer Requirements

All of the required software is available on computers in CS101 Open Lab (http://cs101.wvu.edu/resources/help/open-lab/), on WVU Libraries (http://systems.lib.wvu.edu/availableComputers/) public computers, and in the ITS computer labs (http://it.wvu.edu/services/labs).

To use your own computer, you will need the following:

- Microsoft Windows 7, 8, 8.1, 10 *or* Mac OS X 10.6 or newer

- Microsoft Office 2016/2019 Professional/Pro Plus or Microsoft Office 365

- Current version of Google Chrome (preferred), Mozilla Firefox (preferred), Microsoft Internet Explorer, Microsoft Edge, or Apple Safari

- Adobe Acrobat Reader (http://get.adobe.com/reader/) or another PDF viewer

- A reliable high-speed Internet connection

- Web camera with built-in microphone, or web camera with a separate microphone

- If you have a Mac, please be aware:

- Microsoft Office for Mac contains only Word, Excel, and PowerPoint. There is no version of Access available for Mac OS.

- Office for Mac lacks the features required to complete many assignments.

- A free virtual machine to run Microsoft Windows 10 and the Windows version of Office 365 on a Mac is available (/help/mac/).

The CS101/CS490 website and Pearson eText (/materials/etext/) are supported on Windows and Mac computers as well as iOS and Android mobile devices.

WVU Login Account

Your WVU Login account (http://login.wvu.edu) will be used to login to CS101 computers and websites. You must claim your WVU Login account (http://login.wvu.edu) before use. If you encounter problems with WVU Login, call ITS Help Desk at (304) 293-4444.

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

Materials Purpose and Usage

No course materials are required specifically for Computer Science 490.

Course Grades and Assignments

Credit Hours

The number of CS490 credit hours proctors receive depends on how many hours they work. Students can mix and match these tasks to earn up to 3 credit hours per semester:

Mix-and-Match Tasks	Additional CS490 Credit Hours Earned
Assist 1 course section	**+1 credit hour**
Assist 2 course sections	**+2 credit hours**
Assist 2 hours per week in Open Lab	**+1 credit hour**
Assist 4 hours per week in Open Lab	**+2 credit hours**
Assist 30 hours per semester in Open Lab at peak times	**+1 credit hour**

Supervision

While the Course Coordinator is the instructor of record for CS490, the CS101 and CS293B section 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. Feedback from the supervising will be used in determining grades for each proctor.

Proctors are expected to assist students in-class and in Open Lab as needed. Good proctors should be self-starters who respond to student requests for assistance without prompting from the supervising instructor.

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 required.

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

Attendance

Proctors are expected to consistently attend all scheduled class times or Open Lab meetings. Proctors are responsible for contacting their supervising instructor, preferably in advance, in the case of an unavoidable absence.

Final Grades

Final grades are based on feedback provided by supervising instructors based on the following rubric:

Final Grade	Requirements

Final Grade	Requirements
A	Proctor always attended scheduled times or notified supervising instructor if there was an unavoidable absence. Proctor was familiar with the course material, almost always able to effectively assist students, and was capable of working unsupervised.
B	Proctor regularly attended scheduled times or notified supervising instructor if there was an unavoidable absence. Proctor was generally familiar with the course material, was able to effectively assist students in most cases, and was capable of working with minimal supervision.
C	Proctor had several unexcused absences. Proctor was often familiar with the course material, able to effectively assist students in many cases, but required regular supervision.
D	Proctor had many unexcused absences. Proctor was sometimes familiar with the course material, but only able to effectively assist students in some cases and required significant supervision.
F	Proctor was absent more than half the time. Proctor was rarely familiar with the course material, infrequently able to effectively assist students, and required significant supervision.

Proctors electing to receive a pass/fail grade must complete at least the requirements for the D level to earn a P (passing) grade.

Assignments

There are no formal assignments in Computer Science 490.

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.

Violations

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

- Inappropriate use of CS101, CS293B, or CS490 resources including but not limited to homework and exam projects, answers, solution files, proprietary information, and facilities.

- Assisting a CS101 or CS293B student in violating that course's academic integrity policy.

- Making fraudulent or dishonest statements regarding your work.

Penalties

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) will be issued for the course.

This academic integrity policy continues to be in force even after you complete Computer Science 490. Post-completion penalties may be enforced through modifications to the final grade recorded on your transcript.

If an academic integrity violation is suspected, you will be notified via e-mail. You may appeal to the Course Coordinator within 10 class days of the notice being sent. 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 in the West Virginia University Academic Catalog (http://catalog.wvu.edu/undergraduate/coursecreditstermsclassification/#academicintegritytext). 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.

Course Policies

Attendance and Engagement

Regular attendance and participation by proctors is critical to the success of CS490. 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.

Course Communication

The CS101 websites, eCampus (https://ecampus.wvu.edu), and your MIX e-mail account are the primary means through which we distribute information. It is your responsibility to check them daily.

When e-mailing your supervising instructor or the Course Coordinator, please be sure to identify your name, your course section, and clearly explain your question or concern. To ensure you are easily understood, please write in standard English.

Your instructor generally will respond to e-mails within 48 hours. While you may frequently receive same-day responses, they are not guaranteed and should not be expected. Please plan accordingly so you do not miss deadlines.

Expected Conduct and Etiquette

When in class or Open Lab (/help/open-lab/), please:

- Be attentive. Do not use lab computers for non-course work if there are students needing assistance.

- Do not be late to arrive or early to leave.

- Do not be disruptive to others.

- Do not eat, drink, chew gum, use chewing tobacco or read newspapers.

- Do not use cell phones. Set them to vibrate or turn them off to avoid interrupting others.

- Avoid damaging equipment and furniture.

- Do not leave computers logged in and unattended. You are responsible for any actions taken in your user account.

When using online aspects of the course or sending e-mails:

- Send e-mail from your MIX account only.

- Use a descriptive subject line. Don't reply to a previous unrelated message.

- List your name and section.

- Write in clear, concise sentences so you can easily be understood.

- Be specific. If you're writing about Homework #3, specifically say "Homework #3" in your message.

- Do not type in ALL CAPS as this is interpreted as shouting.

Always:

- Avoid dominating the conversation if in a group setting.

- Refrain from inappropriate or derogatory language or gestures.

- Abstain from personal attacks.

- Keep your grades private. It is inappropriate to discuss them in a public forum.

- Act in a professional, courteous manner.

The above actions disturb other students and are disrespectful to course staff. Violations removal from the classroom, Open Lab, or course activities.

Please also be aware of and comply with the CS490 Academic Integrity Policy (/about/policies/cs490-syllabus/grades/academic-integrity/) and the WVU Campus Student Code (http://studentlife.wvu.edu/r/download/180235).

Adverse Weather and Cancellations

On rare occasions, CS101/CS293B classes or Open Lab may be cancelled. If this occurs, notice will be provided via MIX e-mail, the CS101 website, eCampus, and/or social media.

In the event of inclement or threatening weather, everyone should use their best judgment regarding travel to and from campus. Safety should be the main concern. If you cannot get to class or an exam because of adverse weather conditions, you should contact your supervising instructor as soon as possible.

Similarly, if your supervising instructor is unable to reach the class location, they will notify you of any cancellation or change as soon as possible using MIX e-mail and the CS101 website or eCampus to prevent you from embarking on any unnecessary travel. CS490 will make accommodations as appropriate on days where class or exams are cancelled or there are inclement weather conditions.

Time and Workload Expectation

In addition to the scheduled time spent with course sections or in 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.

Participants in the Letter Grade Option will have additional time commitments.

Privacy

Under the Family Educational Rights and Privacy Act of 1974 and WVU policy (http://ferpa.wvu.edu/policy), students have a right to the privacy of their academic information. A FERPA release (http://cs101.wvu.edu/media/22385/cs101-ferpa-release.pdf) must be on file with the course before we can release information on a student's performance to third parties. Granting access to the Parent/Guest Portal (http://parent-guest.portal.wvu.edu/) or signing a general waiver is not sufficient to allow the release of course information.

Please be aware that usage of course computers, the course website, and other course systems may be monitored.

This course uses resources provided by third parties. Their privacy policies are available below:

- Google (https://privacy.google.com/)
- Microsoft (https://www.microsoft.com/en-us/privacystatement/)
- Pearson Education (https://register.pearsoncmg.com/w3c/privacy.htm)
- WVU Libraries (https://lib.wvu.edu/about/policies/electronic/)
- YouTube (https://www.youtube.com/static?&template=privacy_guidelines)

Inclusivity

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.

Student Resources

Student Services

Commonly used WVU student services include:

- WVU Student Support Services (http://sss.wvu.edu/)

- WVU Libraries (https://lib.wvu.edu/)

- WVU Academic Catalog (http://catalog.wvu.edu/)

- WVU Educational Software Licensing (http://it.wvu.edu/services/software)

- WVU Computer Security (http://it.wvu.edu/security)

- WVU Accessibility Services (http://accessibilityservices.wvu.edu/)

- WVU Portal (https://portal.wvu.edu/)

- WVU Students Gateway (http://students.wvu.edu/)

Technical Support

Please see our Technical Support page (/help/support/) information on available assistance.

Accessibility

Accessibility Accommodations

If you are a person with a disability and anticipate needing any type of accommodation in order to participate in this class, please advise your instructor and make appropriate arrangements with the Office of Accessibility Services (http://accessibilityservices.wvu.edu/) at (304) 293-6700. For more information on West Virginia University's Diversity, Equity, and Inclusion initiatives, please see the Division of Diversity, Equity, and Inclusion website (http://diversity.wvu.edu/).

Technology Accessibility

The CS101, CS293B, and CS490 websites and course-developed materials are design to comply with the WVU Accessibility for Online Course Content guidelines (http://online.wvu.edu/QualityMatters/docs/QMAccessibility.pdf) and WebAIM (http://webaim.org/)'s web content accessibility guidelines.

CS101, CS293B, and CS490 use third-party tools. Their accessibility statements are available below:

- Google (https://www.google.com/accessibility/)

- Microsoft Office 2016 (https://www.microsoft.com/en-us/accessibility/office)

- MyLab IT (http://www.pearsonmylabandmastering.com/northamerica/myitlab/accessibility/)

- YouTube (https://support.google.com/youtube/answer/189278?hl=en)

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