CS490 Syllabus

Spring 2020 Semester

Course Information (/about/policies/cs490-syllabus/course/)

Section Information (/about/policies/cs490-syllabus/course/section-information/)

Sections

Section Number	CRN	Meeting Time	Location
CS490-001	CRN 10503	Meet as scheduled for CS101/CS293C section or Open Lab	Meet as scheduled for CS101/CS293C section or Open Lab
CS490-002	CRN 11605	Meet as scheduled for CS101/CS293C section or Open Lab	Meet as scheduled for CS101/CS293C section or Open Lab

Course Websites

Main Websites

- CS101 Website (/)
- CS101 Instructor Resources (/instructor-resources/) (/cs205-instructor-resources/)

Contact Information (/about/policies/cs490-syllabus/course/contact-information/)

Course Coordinator Contact Information (/about/policies/cs490-syllabus/course/contact-information/course-coordinator-contact-information/)

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

Name:	Brian M. Powell, PhD
Phone:	(304) 293-6255
E-mail Address:	brian.powell@mail.wvu.edu (mailto:brian.powell@mail.wvu.edu)
Office:	205 Armstrong Hall (Morgantown, Downtown Campus) 249 Advanced Engineering Research Building (Morgantown, Evansdale Campus)
Office Hours:	I am normally in my office, at a minimum, Mondays from 11:30am-12:00pm, Thursdays from 10:00am-12:00pm, and Fridays from 10:00am-10:30am. However, please e-mail to arrange an appointment to ensure I will be available and prepared to discuss your concerns.

Course Description and Learning Objectives (/about/policies/cs490-syllabus/course/description/)

Course Description (/about/policies/cs490-syllabus/course/description/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 (/about/policies/cs490-syllabus/course/description/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 (/about/policies/cs490-syllabus/course/description/general-education-curriculum-and-general-education-foundations/)

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

Course Learning Objectives (/about/policies/cs490-syllabus/course/description/course-learning-objectives/)

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

Number	Course Learning Objective	Learning Activities & Informal Assessments	Formal Assessments

Number	Course Learning Objective	Learning Activities & Informal Assessments	Formal Assessments
C01	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
C02	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 (/about/policies/cs490-syllabus/course/description/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 (/about/policies/cs490-syllabus/materials/)

Computer Requirements (/about/policies/cs490-syllabus/materials/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 Microsoft Office 2016 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

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 (/about/policies/cs490-syllabus/materials/computer-requirements/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 (/about/policies/cs490-syllabus/materials/materials-purpose-and-usage/)

No course materials are required specifically for Computer Science 490.

Course Grades and Assignments (/about/policies/cs490-syllabus/grades/)

Credit Hours (/about/policies/cs490-syllabus/grades/credit-hours/)

The number of CS490 credit hours proctors receive depends upon how many hours they work each week.

Hours per Week	CS490 Credit Hours Earned
1 CS101 course section (two 50-minute class sessions per week)	1 credit
1 CS293B course section (three 50-minute class sessions per week)	2 credits
2 CS101 course sections (four 50-minute class sessions per week)	3 credits
1 CS101/CS293B course section and 2 hours per week in Open Lab	3 credits
2 hours per week in Open Lab	1 credit
4 hours per week in Open Lab	3 credits

Grading Options (/about/policies/cs490-syllabus/grades/grading-options/)

There are two grading options available for proctors. Proctors must choose their option when registering. The option cannot be changed after the Add/Drop Deadline, which is generally the end of the first week of class.

Pass/Fail Grading Option (/about/policies/cs490-syllabus/grades/grading-options/passfail-grading-option/)

Proctors who select the Pass/Fail Grading Option do not have any significant commitments beyond attending their scheduled class sections or Open Lab shifts.

Letter Grade Grading Option (/about/policies/cs490-syllabus/grades/grading-options/letter-grade-grading-option/)

CS293B proctors who work with a class section automatically receive a letter grade without any additional commitments.

In exchange for performing additional duties beyond their scheduled class sections and Open Lab shifts, CS101 proctors can receive a letter grade for CS490. There is one option for letter grades:

Letter Grade Option	Time Commitment for 1 Credit	Time Commitment for 3 Credits
Work additional hours in Open Lab during specified weeks	4 hours during semester	12 hours during semester

Supervision (/about/policies/cs490-syllabus/grades/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.

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

Duties (/about/policies/cs490-syllabus/grades/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 and Time Records (/about/policies/cs490-syllabus/grades/attendance-and-time-records/)

All proctors must record all hours spent in Open Lab, in class sections, or completing requirements for the Letter Grade Option using the CS101 Proctor Hours Tracking Form (http://cs101.wvu.edu/proctorhours). Hours must be logged contemporaneously, on the same day they are completed.

Final Grades (/about/policies/cs490-syllabus/grades/final-grades/)

In general, final grades are based on regular attendance, the proctor performing their assigned duties as expected, and completing any applicable requirements for the Letter Grade Option if they chose that method of grading when registering.

Grades are determined, in part, by analyzing logged hours to see requirements have been met. Feedback feedback provided by the CS101 and CS293B instructors assigned to teach the course sections or Open Lab times for which the CS490 proctor is scheduled is also taken into account.

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

Pass/Fail Grading Option (/about/policies/cs490-syllabus/grades/final-grades/passfail-grading-option/)

Registered for 1 credit	Registered for 3 credits	Final Grade
≤4 unexcused missed lectures or ≤8 unexcused missed Open Lab hours *and* Proctor performed duties as expected	≤8 unexcused missed lectures or ≤16 unexcused missed Open Lab hours *and* Proctor performed duties as expected	P
≥5 unexcused missed lectures or ≥9 unexcused missed Open Lab hours *or* Proctor did not perform duties as expected	≥9 unexcused missed lectures or ≥17 unexcused missed Open Lab hours *or* Proctor did not perform duties as expected	F

Letter Grade Grading Option (/about/policies/cs490-syllabus/grades/final-grades/letter-grade-grading-option/)

Registered for 1 credit	Registered for 3 credits	Final Grade

Registered for 1 credit	Registered for 3 credits	Final Grade
≤2 unexcused missed lectures or ≤4 unexcused missed Open Lab hours *and* Proctor met all additional requirements for Letter Grade Option *and* Proctor performed duties as expected	≤4 unexcused missed lectures or ≤8 unexcused missed Open Lab hours *and* Proctor met all additional requirements for Letter Grade Option *and* Proctor performed duties as expected	A
≤3 unexcused missed lectures or ≤6 unexcused missed Open Lab hours *and* Proctor met ≥50% of additional requirements for Letter Grade Option *and* Proctor performed duties as expected	≤6 unexcused missed lectures or ≤12 unexcused missed Open Lab hours *and* Proctor met ≥50% of additional requirements for Letter Grade Option *and* Proctor performed duties as expected	B
≤4 unexcused missed lectures or ≤8 unexcused missed Open Lab hours *and/or* Proctor met <50% of additional requirements for Letter Grade Option *and* Proctor performed duties as expected	≤8 unexcused missed lectures or ≤12 unexcused missed Open Lab hours *and/or* Proctor met <50% of additional requirements for Letter Grade Option *and* Proctor performed duties as expected	C

Registered for 1 credit	Registered for 3 credits	Final Grade
≥5 unexcused missed lectures or ≥9 unexcused missed Open Lab hours	≥9 unexcused missed lectures or ≥17 unexcused missed Open Lab hours	F
or Proctor did not perform duties as expected	*or* Proctor did not perform duties as expected	

Assignments (/about/policies/cs490-syllabus/grades/assignments/)

There are no formal assignments in Computer Science 490.

Academic Integrity (/about/policies/cs490-syllabus/grades/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 (/about/policies/cs490-syllabus/grades/academic-integrity/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 (/about/policies/cs490-syllabus/grades/academic-integrity/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 (/about/policies/cs490-syllabus/policies/)

Attendance and Engagement (/about/policies/cs490-syllabus/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 (/about/policies/cs490-syllabus/policies/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 (/about/policies/cs490-syllabus/policies/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 (/about/policies/cs490-syllabus/policies/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 (/about/policies/cs490-syllabus/policies/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 (/about/policies/cs490-syllabus/policies/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 (/about/policies/cs490-syllabus/policies/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 (/about/policies/cs490-syllabus/student-resources/)

Student Services (/about/policies/cs490-syllabus/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 (/about/policies/cs490-syllabus/student-resources/technical-support/)

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

Accessibility (/about/policies/cs490-syllabus/student-resources/accessibility/)

Accessibility Accommodations (/about/policies/cs490-syllabus/student-resources/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 (/about/policies/cs490-syllabus/student-resources/accessibility/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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