1. Course Goals

The goal of this course is to prepare students to work with other people in a professional environment. All employment and many school situations involve working and communicating with other people. A student’s ability to express his or her ideas to others is going to be a determining factor in how they are perceived by others, and has very marked impact on his or her overall career. This course helps students to develop skills in three major areas: group communication and dynamics, written communication and oral communication. In addition, students also practice to improve their listening and reading skills. Prerequisite for this course is: 4003-233 (or equivalent, such as 4003-243) (or co-requisite 4003-263).

2. Texts

Instructors will most likely specify one of these three textbooks for use in their section and whether their textbook is required or optional.


Assorted documents produced by the faculty of the Department of Computer Science.

3. Grading Policy

The course consists of the activities shown below, which are weighted as indicated to compute the final grade:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Materials</td>
<td>15%</td>
</tr>
<tr>
<td>User manual</td>
<td>15%</td>
</tr>
<tr>
<td>Requirements specification</td>
<td>15%</td>
</tr>
<tr>
<td>Individual oral presentation</td>
<td>15%</td>
</tr>
<tr>
<td>Group oral presentation</td>
<td>10%</td>
</tr>
<tr>
<td>Class participation</td>
<td>15%</td>
</tr>
<tr>
<td>Other assignments</td>
<td>15%</td>
</tr>
</tbody>
</table>

If there is any deviation from this list, you will be notified in class.
4. Course Format

This course meets for four hours each week, in the lecture hall shown on your schedule. There is no laboratory for this course.

This course will involve a lot of class discussion and interaction among the students in the class. To facilitate this interaction, it is crucial that the classroom be considered a “safe” environment, where ideas can be explored and shared in a mutually supportive and non-judgemental manner. It is important that you be an active participant in the class, and that you come to class properly prepared.

Links to a variety of course-related resources and section-specific information may also be found on the course homepage.

5. Academic Honesty

The Department of Computer Science Policy on Academic Honesty is included under Academic Integrity and may be found at: http://www.cs.rit.edu/programs/academicIntegrity.

6. Tentative Schedule

We will cover much of text and various class handouts on materials not covered in the text. Detailed reading assignments will be given in class. Instructors are responsible for distributing section-specific schedules.

We cannot stress strongly enough that you are expected to have read assigned portions of the texts before class, as some of the material will not be covered in class unless questions arise. You are responsible for everything in the assigned readings whether covered in class or not, as well as lecture material whether covered in the readings or not. You may also have assigned readings to do before a lab session. Pertinent questions are always welcome.

7. Getting Help

In addition to your instructor, there are resources on campus to help you with your communication skills. The Academic Support Center has a Writing Lab that will provide individual help on writing problems. No appointment needed - you just show up; it’s best to check online for location and hours of operation.

There are many books in the library on technical writing and presentations. There are many resources on the World Wide Web; check the course homepage for representative links.

There are several spelling checkers available on our UNIX® systems, such as: ispell that provide hints on correct spelling. If you are using a PC or a Mac, there is bound to be an online spelling checker, thesaurus, as well as grammar support.

You are also able to get some help from your fellow students; have them review your work and provide suggestions.

8. General Conduct

Student conduct will be evaluated in accordance with the Policy on Academic Honesty and Code of Conduct for Computer and Network Use found in RIT’s Educational Policies and Procedures Manual. You should also have two related documents, the Code of Conduct for the Use of Department of Computer Science Facilities and the Policy on the Use of Computer Games on Department of Computer Science Facilities, which are refinements of the general Institute policies.

1 UNIX is a registered trademark of The Open Group.
9. Policy on W and I Grades

RIT policy allows you to withdraw from a course with a grade of W on or before the Friday of the eighth week in the quarter. After this date, your instructor cannot give you a W, but must assign you a grade based on your work.

This course has been designed so that you can complete all the work in one quarter. Thus incomplete grades will be given only in the most exceptional circumstances, and then only by prior arrangement with your lecture instructor. Your lecture instructor has the final say in this matter.

10. Disclaimer

Every effort has been made to provide accurate information in this document. We reserve the right, however, to make changes to any facet of the course should circumstances warrant it. Any such changes will be announced in both lecture and lab.