

# ITK191

## Introduction to Professional Practice

Syllabus – Spring 2014  
School of Information Technology  
Monday 5:00 PM – 5:50 PM  
STV-101

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### **Mission of the College of Applied Science and Technology**

The College of Applied Science and Technology has the primary mission to provide high quality educational programs which **emphasize the relationship between theory and practice**. It is the intent of the College to:

1. Relate theory and principles drawn from the basic sciences and/or the humanities to areas of application within each of the College's academic programs.
2. Foster development of analytical skills necessary to solve real-world problems through appropriate applications of modern technology.
3. Provide an appropriate professional and career orientation to the application of knowledge in each of the respective disciplines.
4. Establish collaborative partnerships with professional communities affiliated with its programs to discover, interpret, and apply knowledge to public policies and professional practices that improve the economy and quality of life.
5. Provide course offerings and internship experiences that are commensurate with the needs of graduates for professional growth and advancement.
6. Offer courses that stress applications of technology to students in other disciplines throughout the University.

Within the College mission statement is the reflection of the primary advantage which makes its activities particularly significant to Illinois State's future, i.e., the applied nature of the disciplines within the college. As the larger community increasingly looks to the University for the resolution of its real-world problems, the College is well positioned to respond with education, research and other public services.

Any student in need of a special accommodation should contact the staff in the Office of Disability Concerns at 438-5853 (voice) or 438-8620 (TDD).

## Course Objective

It is the objective of this course to give the student a basic understanding of the following concepts:

1. Researching available positions.
2. Interpreting job descriptions.
3. Preparing an effective letter of application.
4. Preparing an effective resume.
5. Effective interview skills.
6. Strategies for success in the workplace & career advancement

## Educational Materials

1. Text – None
2. Class hand-outs/web documents – as provided
3. Selected current publication items – as assigned

## Evaluation and Special Incentives

1. In-class quizzes over assigned material may be given at any time. Stay current!
2. You will have 6 to 9 individual assignments worth 10 to 50 points each.
3. There may be opportunities to earn “extra credit points” for optional assignments.
4. You can expect to be rewarded for good attendance and class participation.
5. Your final grade will be based on a percentage of total points as follows:

90% = A

80% = B

70% = C

60% = D

<60% = F

This grade scale is firm. Quiz and exam scores will not be “curved”.

## Quizzes

You should be prepared for a quiz over assigned readings at any time. Quizzes over assigned reading material may be announced or un-announced.

## Individual Assignments

Individual assignments may be written assignments, or required participation in activities outside class. Individual assignments will be on topics related to our course of study. Typically, you can expect written assignments to require you to produce documents such as application letters and resumes or utilize a minimum of three print and/or on-line information sources to produce a 2 to 3 page paper on a related topic. These may be required assignments or optional “extra-credit” assignments.

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### **Attendance/Class Participation**

Attendance (or lack of) may be considered as a portion of your total class grade. You are expected to attend all class meetings. You can also expect to be rewarded on your grade evaluation for class participation.

### **Late Work**

All assignments will have assigned due dates. Unless otherwise specified, all assignments are due at the beginning of class on the assigned due date. Late work will be penalized 20 % for each day it is late.

### **Drop Policy**

The University procedure for dropping a course will be followed, per the current catalog.

### **Ethical Conduct**

Illinois State University, its colleges and departments expect students to maintain a high standard of ethical conduct in the completion of their studies. Cheating on exams, quizzes or other assignments will not be tolerated. Students should refer to the “Academic Integrity” section of the current catalog for information on offenses involving academic dishonesty.

Note: *Work excessively like writing samples presented as examples will be severely penalized.*

### **Class Schedule**

Due to the fact that we must accommodate the schedules of visiting recruiters and industry guests, it will be necessary to make adjustments to our class schedule during the course of the semester. *Assignments will be announced in class*, at which time assignment requirements and due dates will be posted on the class web page. *Class attendance is the surest way to stay up to date on assignments and due dates.*