

Johnson County Community College  
Computer Science and Information Technology Division  
**CIM 273 Career Preparation (RC 323)**  
Spring 2013 Course Syllabus  
Thursday 6:00-8:45 pm

**Instructor Information:** Patrick Lafferty, Asst. Professor and Lead Faculty Member  
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Office hours as posted; Open lab hours as posted



**Course Information:** Credit hours: 4      Lecture: 3      Open Lab: 2

Pre- or Co-requisites: CIM 230 Interactive Media Development  
CIM 250 Interface Design  
CIM 270 Interactive Media Project

Suggested textbooks: none

Supplies: removable storage (preferably a flash drive)

Other requirements: [Twitter.com](https://twitter.com) account; [Google.com](https://www.google.com) account

Additionally, you are required to purchase a web hosting account and a domain name. No specific web host is required, but I do recommend (and use, myself) LunarPages. They are well-suited to your needs and include options like Softaculous, which makes the installation of WordPress quite straight-forward. If you use this link: <http://www.lunarpages.com/id/patricklaffertycom> and the coupon code "aff15off", you will save 15% off your hosting order as an affiliate of me.

**Course Description:** This course provides interactive media students with instruction in the presentation of their work in a digital portfolio of professional quality. Students also produce both digital and printed resumes. Self-promotion, networking, job search and interview skills will also be covered.

**Course Objectives:**

Upon successful completion of this course, the student should be able to:

1. Identify the types of interactive media projects appropriate for inclusion in a professional portfolio
2. Select from the student's body of work those projects that meet his/her professional goals
3. Evaluate and select the best digital media for presentation
4. Design an effective digital presentation form
5. Describe and list the basic components and structure of a professional resume
6. Design and produce a professional resume in both digital and printed forms
7. Describe effective job search skills and interviewing techniques
8. Demonstrate productive attitudes and work habits

**Content Outline:**

- I. Professional Digital Portfolio
  - Select appropriate level of work and determine the total number of pieces
  - Research and select the appropriate digital media for presentation
  - Prepare projects for the selected type of digital media
  - Rework projects as necessary for the final portfolio
  - Sequence the work for greatest narrative impact
  
- II. Professional Resume
  - Collect resume information
  - Select an appropriate type of resume
  - Write the resume copy
  - Design the resume for both digital and print forms
  - Produce the resume for both digital and print forms
  
- III. Professional Considerations
  - Establish personal and professional goals
  - List professional organizations and contacts
  - List professional publications
  - Demonstrate interview techniques
  - Describe how to conduct a job search
  - Describe how to evaluate a job offer
  
- IV. Attitudes and Work Habits
  - Identify and develop positive attitudes toward tasks and fellow employees appropriate for the workplace, including giving and accepting criticism and praise.
  - Identify and develop productive work habits, including attention to detail, completing tasks, maintaining the work setting and recording data.
  - Identify and develop collaborative/teamwork skills, including solving problems in groups, building consensus and responding to supervision.

**Methods of Evaluation:**

Evaluation of student mastery of course competencies is accomplished using the following methods:

<b>Grade Distribution:</b>		<b>Grading Scale:</b>	<b>On Grades:</b>
Digital portfolio	50%	A = 90 - 100	While I hope you earn a good grade in this course, recognize that learning alone will not earn you high marks. Some of have failed this class because they did not do the work required. <b>DO NOT LET THIS HAPPEN TO YOU!</b>
Printed resume	15%	B = 80 - 89	
Electronic resume	15%	C = 70 - 79	
Performance/Participation	<u>20%</u>	D = 60 - 69	
		F = below 60	
Total: 100%			

**Late Projects and Papers:** Late projects and papers will receive a lowered grade. The grade will be lowered one full letter grade for each day, not class period, the work is late.

**On participation:** Attendance is important. Just as important, though, is a constructive attitude and productive work habits, both as individuals and in collaborative group efforts. They affect the tenor of the classroom and will be a factor in determining grades.

As a registered student you are automatically given a student email account. As a student in this course, you are additionally required to setup and maintain an account on twitter.com. All communications outside of class will be communicated via the class email and through twitter. You are required to check your student email account and twitter at least once per day as part of your class participation grade.

As a registered student, you are also automatically given a student server account. For technical access information go to <http://students.jccc.net>

Students will need to spend additional time in computer labs in order to complete projects.

**No Lectures or Demonstrations will be repeated.  
Students are responsible for information missed due to absence.**

### **On Language**

I do not tolerate [pejorative](#) language of any kind in my classroom. This includes, but is not limited to, disparaging language regarding creed, color and sexual orientation. Use of such language will result in **severe damage to your grade**. If you are not sure if you are being derogatory, err on the side of caution. This applies to both digital and physical environments.

### **ADA compliance statement**

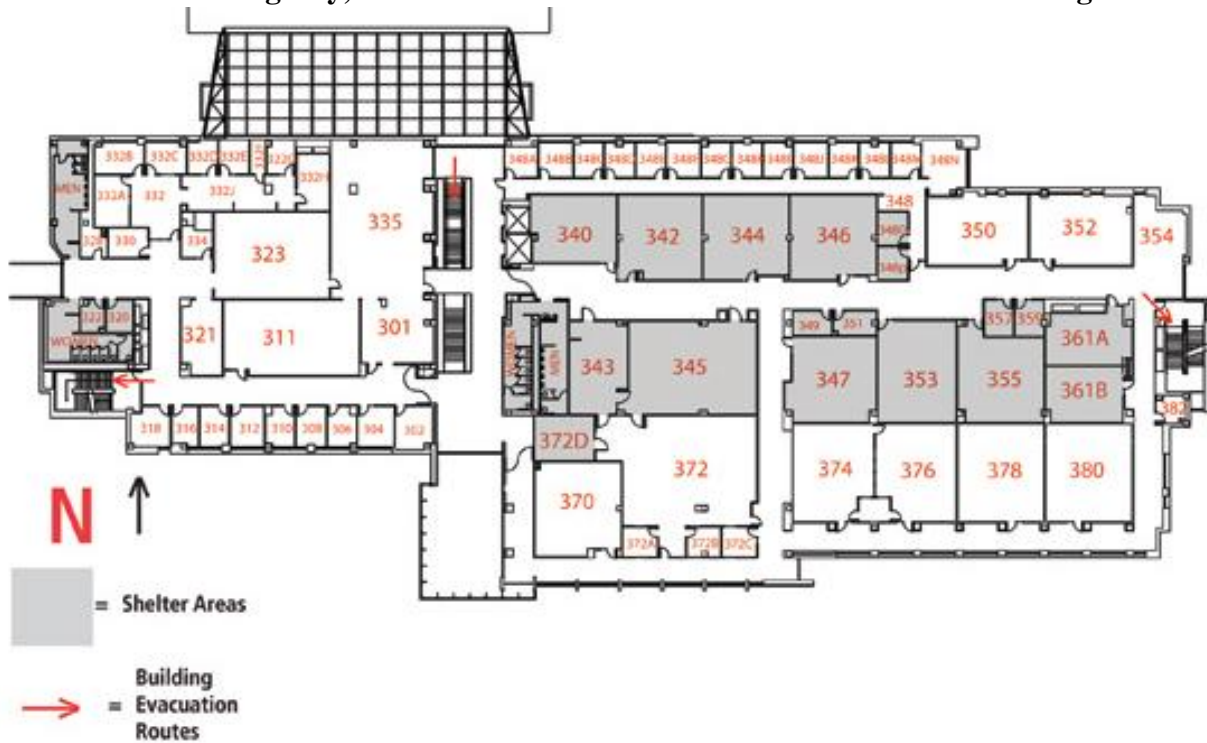
If you are a student with a disability and you will be requesting accommodations, it is your responsibility to contact Access Services. Access Services will recommend any appropriate accommodations to Professor Lafferty and his Assistant Dean. Professor Lafferty and his Assistant Dean will identify for you which accommodations will be arranged.

JCCC provides many services to allow persons with disabilities to participate in educational programs and activities. Appropriate documentation of disability will be required to obtain support services. If you need support services, contact the Access Services in 202 Student Center or call (913) 469-8500 ext. 3974 or (914) 469-3885 TDD.

### **Academic Dishonesty Statement**

No student shall engage in behavior that, in the judgment of Professor Lafferty, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials. This includes students who aid and abet, as well as those who attempt such behavior.

**In the event of an emergency, move to a secure location on the third floor of the Regnier Center -**



**Interactive Media Concepts - Tentative Class Schedule**

<u>Date</u>	<u>Subject/Project</u>	<u>Homework</u>
W 1/17	Overview of course	identify goals   organize projects
W 1/24	Digital Portfolios   Methods of delivery	selecting projects   determine presentation
W 1/31	Digital Portfolios cont. Review individual projects	bring individual projects   work on list of portfolio projects and rework notes
W 2/7	Review individual projects	<b>Submit portfolio projects</b>   <b>Rework schedule</b>
<b>February 15 - Note:</b> Deadline for submitting an Application for Degree/Certificate of Completion (to graduate!) is February 15 for spring graduation, June 15 for summer graduation and October 15 for fall graduation		
W 2/14	Career Center visit Resumes - formal, digital and email	gather resume info
W 2/21	Peer critique of resume drafts	
W 2/28	<b>DUE: Written draft of resume</b> Discuss formatting and production of resumes Design of Resume & business card	work on look & feel

W 3/6 CLASS WILL NOT MEET - schedule individual meetings

W 3/13 CLASS WILL NOT MEET - schedule individual meetings

W 3/20 *Spring Break (March 18-24)*

W 3/27 **Work day**

W 4/3 **DUE: Resume look & feel ; Digital portfolio PROTOTYPE**

W 4/10 **DUE: Digital portfolio ALPHA** | finalize resume  
 Review “final” resumes in class | print/produce

W 4/17 **DUE: Resumes**  
 Self Promotion/Job search/Interview/Job evaluation

W 4/24 **DUE: Digital portfolio BETA**

W 5/1 Review “final” digital portfolios

W 5/8 **Final digital portfolio DUE with "packaging" plus samples of additional self-promotion (optional) AND Final Exam Session**

**Final Exam Week is Thursday, May 9 – Wednesday, May 15**

### Statement of Understanding

By my signature below, I state that I have read and understand this syllabus and agree to abide by the terms laid out therein.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Course: \_\_\_\_\_

Date: \_\_\_\_\_

**Print, sign and return this page to Professor Lafferty by Thursday, January 24, 2013.**