Course Syllabus

Edit

CS-8001-OCT: 1 Credit

Collaborative Team Skills for Software Development

General Information

Please read the syllabus schedule carefully and note critical dates/times. All course dates/times are in **Eastern Time (USA) (https://www.wsav.com/now/what-is-the-difference-between-est-edt-and-et/#//)** ; the UTC offset varies by time of year. Please review this schedule regularly to manage your time effectively and be prepared to participate in activities and submit assignments on time. You will also find essential class policies and other related information here.

Frontloading and Honor Code

Frontloading

All class assignments and descriptions are frontloaded for our course. You may work on assignments at your own pace. Please be very careful if you work ahead for the following reasons:

1. Assignments may change
2. You may receive feedback on an earlier assignment that impacts what you did ahead of schedule

Both contingencies may require extensive modifications to your submissions. For these reasons, **we strongly recommend that you work at the pace specified in the assignment due dates**.

Generally, if a change is made to an assignment, we will notify you far enough in advance to adjust your submission(s). Notification will be provided via ED Discussion and/or a Canvas announcement.

Honor Code

Friendly reminder: It is an honor code violation to publicly post or disclose OMSCS course information without obtaining written, advance permission from OMSCS.

Course Description

Our course provides students with a survey of the collaborative skills required for software development. The course consists primarily of a series of peer-reviewed papers on which you will provide a brief reflection essay that you will upload as an assignment. You may also attend an optional synchronous video meeting with your instructor to ask questions or discuss topics of your choosing. The expected

weekly workload is approximately 3 hours and 20 minutes. This represents one-third of the work for a three-credit-hour course in OMSCS.

Overarching goal: Develop an understanding of the collaborative team skills required for effective software development.

Goals/objectives. By the semester's end, the student will develop an understanding of the following concepts:

- *Team mechanics*
  - Communication (intra- and extra-team communication).
  - Conflict resolution.
- *Continuous improvement*
  - Fluid leadership model.
  - Remote/distributed teams.
- *High-performing teams*
  - Fostering motivation and engagement.
  - Personal accountability; collective responsibility.

Pre- and/or Co-Requisites

There are no *formal* pre- or co-requisites. The primary "informal prerequisite" is a *desire to learn*.

Course Requirements and Grading

Getting a PASSING grade in the Course. Simple: do these things:

1. Do excellent work
2. Submit assignments on time
3. Respond to (and implement) assignment feedback given in Canvas
4. Respond to correspondence appropriately
5. Monitor ED Discussion and email

Returning grades. Our grading staff will *attempt* to return assignment grades within one week after the due date.

Grading Scale

Your final grade will be assigned as a PASS or FAIL, according to the following scale:

Letter Grade	Percent Grade
PASS	90-100%
PASS	80-89%
PASS	70-79%
FAIL	60-69%

Letter Grade	Percent Grade
FAIL	0-59%

Assignment Due Dates and AoE Time

Assignments are due on Sunday at 11:59 PM **AoE** (https://en.wikipedia.org/wiki/Anywhere_on_Earth) . This corresponds to -12 UTC, essentially when the day officially ends on Earth on Howland Island in the equatorial Pacific. Depending on how far East of that point you are located, you will likely have "extra time" past 11:59 PM in your time zone. To get an accurate deadline, please **change your Canvas time zone** (https://community.instructure.com/en/kb/articles/662896-how-do-i-set-a-time-zone-in-my-user-account) . If you're still not sure how all this works, please reach out online or attend Office Hours.

Late Policy and Emergency Situations

Any graded items submitted late incur a 5% deduction for each day they are **late.** Submissions are accepted until one week past the due date/time.* Instructional staff may make exceptions if the student works through the **Office of the Dean of Students** (https://dev.grandchallenges.gatech.edu/office-dean-students) regarding their specific situation. This office is also available 24 hours a day for emergencies.

*There may be exceptions due to grade submission deadlines, etc. Please check each assignment.

Other Important Course Information

Communication. Generally, it's best to post questions to ED Discussion so classmates can answer them and benefit from responses from instructional staff and peers. However, instructional staff will generally respond to emails within 24-48 hours. *The two primary modes for course communication are ED Discussion and Canvas announcements*.

Success in the Course. It is critical to both attend all meetings (when applicable) *and* review online materials (Canvas, etc.).

Grade Challenges. If you believe a grade was not appropriate, please create a private post in our online forum within one week after the grade was assigned.

AI Collaboration Information

We are using **Dr. David Joyner's AI collaboration policy** (https://www.davidjoyner.net/on-my-ai-collaboration-policy/) in our class. Please note that our AI policy is subject to ongoing revision due to rapid change and new developments in this domain. If anything changes, you will be notified via the usual communication channel(s). Please cite the use of AI in accordance with APA guidelines. An example is provided below from the **Musselman Library at Gettysburg College** (https://libguides.gettysburg.edu/citation/gen-ai) :

APA Reference/Citation Example

Reference: OpenAI. (2023). *ChatGPT* (Sep 27 version) [Large language model]. **https://chat.openai.com/chat (https://chat.openai.com/chat)**

In-text: (OpenAI, 2023)

The Most Important Thing About AI Usage

Please exercise considerable self-awareness when using it. It's a *tool to improve skills and expedite basic workflows, not to create assignment deliverables.* Over-reliance on AI may diminish creativity and critical thinking - two of the most essential traits for success in computer science.

Course Structure, Terms, and Naming Conventions

Mentor - This is the person with whom you will be working directly throughout the semester. If there are no TAs in the class, this will be your co-instructor or instructor.

If you're new to OMSCS or Canvas, it may be helpful to understand the course's basic architecture and naming conventions. Please see the terms below:

Module - A learning component. May contain references to resources, tasks, assignments, and quizzes. Assignments and quizzes are uploaded in the Grades section. **Some modules may not have a separate page; assignments or quizzes may be listed under the module.**

Assignment - Something you will upload in the Grades section. Please pay attention to the Assignment description and rubric, which are part of each assignment.

Quizzes - Usually short "tests" that you can take as many times as you'd like. Only the highest grade is counted.

Naming conventions. Different learning components in this course are assigned prefixes. The prefix consists of three (3) parts:

1. Learning component **type**, e.g., M for module, A for assignment, and Q for quiz.
2. The **week** during which you should work with the component, e.g., 01 is the first week of the course
3. A dash and the **name** of the learning component, e.g., "-ModuleOne" is a fictitious component name as shown below
4. EC is the exception; this represents Extra Credit.

Please note that there is no A01 component in this course. Please see below for **examples.**

M01-ModuleOne - This is a *fictitious* module that begins during Week 1 in the course; its name is ModuleOne.

A01-AssignmentOne - This is a *fictitious* assignment you should complete during Week 1 in the course and upload to the Grades section.

Q09-FakeQuiz - This is a *fictitious* quiz you should complete during Week 9 of the course.

Office Hour Weekly Discussion

Optional weekly meetings are held during office hours. Please see the Canvas home page for the schedule. During these meetings, we'll discuss the research paper on which your recently submitted assigned reflection was based. The video recording of the weekly office-hour discussion will be posted to the Media Gallery Canvas page, accessible via the Media Gallery menu link, as soon as possible each week.

Teaching Philosophy and Related Matters

First and foremost, this class highly values diversity, as articulated in the principle of Ubuntu: "I am because we are." I'm grateful for who *you* are because that's what *we* are as a class. As your instructional staff, we pledge to do our best to promote a learning environment that fosters empathy and responsibility.

Finally, we're incredibly passionate about what we do. Please contact us at any time. We're excited to work with you!