A. **Academic Division**: Business, Industry and Technology

B. **Discipline**: Information Technology

C. **Course Number and Title**: ITEC2990 Seminar

D. **Course Coordinator**: Doug Kranch/Jesse Payne  
   **Assistant Dean**: Daniel Wagner

**Instructor Information:**  
- **Name**: Click here to enter text.  
- **Office Location**: Click here to enter text.  
- **Office Hours**: Click here to enter text.  
- **Phone Number**: Click here to enter text.  
- **E-Mail Address**: Click here to enter text.

E. **Credit Hours**: 1

F. **Prerequisites**: ITEC2980 (must be concurrent)  
   Student must have completed 18 semester credit hours of ITEC classes with a C- or better.  
   Students must get permission of the instructor to enroll in this class.

G. **Syllabus Effective Date**: Fall, 2019

H. **Textbook(s) Title**:  
   **Illustrated Course Guides: Professionalism**  
   - **Author**: Jeff Butterfield  
   - **Copyright Year**: 2017  
   - **Edition**: 2nd Edition  
   - **ISBN**: 9781337509121 (digital) or 9781337119269 (print copy)

   **Illustrated Course Guides: Verbal Communication**  
   - **Author**: Jeff Butterfield  
   - **Copyright Year**: 2017  
   - **Edition**: 3rd Edition  
   - **ISBN**: 9781337511582 (digital copy), 9781337119283 (print copy)

   **Illustrated Course Guides: Written Communication**  
   - **Author**: Jeff Butterfield  
   - **Copyright Year**: 2017  
   - **Edition**: 3rd Edition  
   - **ISBN**: 9781337509268 (digital copy), 9781337119290 (print copy)

I. **Workbook(s) and/or Lab Manual**: None
J. **Course Description:** This course is taken concurrently with ITEC2980 Cooperative Work Experience. Students will discuss their work place experiences, identify the skills required, assess their performance, and present their learning experience and how it prepared them for a career in Information Technology. Students must obtain permission from the instructor to enroll in this class. This class is Pass/No Pass (P/NP).

K. **College-Wide Learning Outcomes:**

<table>
<thead>
<tr>
<th>College-Wide Learning Outcome</th>
<th>Assessments - - How it is met &amp; When it is met</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication – Written</td>
<td></td>
</tr>
<tr>
<td>Communication – Speech</td>
<td></td>
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<tr>
<td>Intercultural Knowledge and Competence</td>
<td></td>
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<tr>
<td>Critical Thinking</td>
<td></td>
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<tr>
<td>Information Literacy</td>
<td></td>
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<tr>
<td>Quantitative Literacy</td>
<td></td>
</tr>
</tbody>
</table>

L. **Course Outcomes and Assessment Methods:**

Upon successful completion of this course, the student shall:

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Assessments – How it is met &amp; When it is met</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicate effectively by preparing and presenting a</td>
<td>Prepare and present a Cooperative Work Experience presentation</td>
</tr>
<tr>
<td>presentation of the results of the work experience.</td>
<td>week 14-16.</td>
</tr>
<tr>
<td>Communicate effectively by submitting a properly written report that</td>
<td>Written report, week 14-16.</td>
</tr>
<tr>
<td>details the student’s assessment of his/her work experience.</td>
<td></td>
</tr>
<tr>
<td>Identify the knowledge, skills and abilities required in the workplace</td>
<td>Written report, week 3</td>
</tr>
<tr>
<td>Self-assess knowledge, skills and abilities and develop a professional</td>
<td>Written report, week 16</td>
</tr>
<tr>
<td>growth plan</td>
<td></td>
</tr>
</tbody>
</table>

M. **Topical Timeline (Subject to Change):**

*Timeline may vary depending on the business site.*

| Employer’s expectations and skills required to be successful          | Weeks 1-3                                                         |
| Skills acquired during the ITEC program and how the skills apply in  | Weeks 8-16                                                       |
| the work experience                                                  |                                                                   |
| Skill gaps and professional development plans                         | Weeks 4-16                                                       |
| Work place issues                                                     | Weeks 1-16                                                       |

N. **Course Assignments:**

Tests  
Discussions  
Presentation  
Final paper
O. **Recommended Grading Scale:**

This class is pass/fail.

- 100 - 74 P
- 73 - below NP

P. **Grading and Testing Guidelines:**

Click here to enter text.

Q. **Examination Policy:**

Click here to enter text.

R. **Class Attendance and Homework Make-Up Policy:**

Click here to enter text.

S. **Classroom Expectations:**

Click here to enter text.

T. **College Procedures/Policies:**

Important information regarding College Procedures and Policies can be found on the syllabus supplement located at https://sharept.ncstatecollege.edu/committees/1/curriculum/SiteAssets/SitePages/Home/SYLLABUS%20SUPPLEMENT.pdf

The information can also be found Choose an item.