



SEG 2900
Professional Communication and Responsibility / Communication et
responsabilité professionnelle

Syllabus

Attendance and Performance

Attendance at all lectures and tutorial sessions is mandatory. Attendance is taken at the beginning of each class (the first 15 min only) and you must remain present until the end of the class. If you miss a lecture or tutorial, you will need to provide a valid explanation (such as a doctor's note) to the course instructor. **2 out of 100 marks will be deducted from your final grade (out of 100) for each class missed without justification.**

You may receive an EIN as final grade (equivalent to an F) if you do not attend at least 80% of the classes, or have more than five unjustified absences. **This is also valid for students who are taking the course for the second time.** Students who do not pass this course will not be eligible to participate in CO-OP work-terms.

Virtual Campus

All lectures, assignments and projects are posted on Virtual Campus at <https://uottawa.brightspace.com>. All assignments and projects must be submitted through Virtual Campus.

Course Contact

Instructors:

Stephane Somé [ssome@uottawa.ca] (613) 562-5800 ext. 6714
Office Hours: Call/Email to schedule an appointment.

Nicole Miller [nicole.miller@uottawa.ca] (613) 562-5800 ext. 8593
CO-OP Office, 3rd floor at Desmarais Building.
Office Hours: Call/Email to schedule an appointment.

Casey Li [casey.li@bitesite.ca]

Teaching Assistant (TA)

- TBA

Lectures, and Tutorials: See <http://www.timetable.uottawa.ca/>

Lecture 1	Tuesday 17:30 - 18:50	HNN 013
Lecture 2	Thursday 11:30 - 12:50	HNN 013
Tutorial	Tuesday 19:00 - 20:20	WLD 200
Tutorial	Tuesday 19:00 - 20:20	SMD 425

Course Description

An introduction to the responsibilities of software engineers to their employer, their profession and public safety, with emphasis on the development of skills in oral and written communication. Practice presentations and writing of technical reports, business letters, web pages, and safety guidelines. Introduction to source code management and version control.

Prerequisites: None. Restricted to students enrolled in Software Engineering (CO-OP).

Graduate Attributes

This is a critical first course in the software engineering program at uOttawa.

The program is accredited by the Canadian Engineering Accreditation Board (CEAB)

(<https://www.engineerscanada.ca/engineers-canada-accreditation-board>).

It introduces and measures student performance on several graduate attributes mandated by the CEAB:

- GA5. Use of engineering tools - An ability to create, select, apply, adapt, and extend appropriate techniques, resources, and modern engineering tools to a range of engineering activities, from simple to complex, with an understanding of the associated limitations.
- GA8. Professionalism - An understanding of the roles and responsibilities of the professional engineer in society, especially the primary role of protection of the public and the public interest.
- GA11. Economics and project management - An ability to appropriately incorporate economics and business practices including project, risk, and change management into the practice of engineering and to understand their limitations.
- GA12. Life-long learning - An ability to identify and address their own educational needs in a changing world in ways sufficient to maintain their competence and to allow them to contribute to the advancement of knowledge.

Required Text

None

Recommended Texts

1. HTML Tutorial on W3Schools: <http://www.w3schools.com/html/>
2. CSS Tutorial on W3Schools: <http://www.w3schools.com/css/>
3. JavaScript Tutorial on W3Schools: <http://www.w3schools.com/js/>
4. GitHub Introduction: <http://readwrite.com/2013/09/30/understanding-github-a-journey-for-beginners-part-1>

Recommended Resources

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|-------------------------|---|
| 1. CO-OP Website | https://coop.uottawa.ca/en/coop-students |
| 2. W3C Website | http://www.w3schools.com/ |
| 3. PEO Website | http://www.peo.on.ca/ |
| 4. ING (Quebec) Website | http://www.oiq.qc.ca/ |

Evaluation

Important: 2 out of 100 marks will be deducted from your final grade (out of 100) for each missed class without a valid justification.

Certifications (25%): The following online courses must be completed and certificates submitted (follow links in Virtual Campus).

1. **Realities of the Job Market (1%)**
2. Mobility (1%)
3. Creating your Marketing Documents (CO-OP Resume) (2%)
4. Finding your own Job (2%)
5. International Placements (2%)
6. Interview Workshop (2%)
7. Applying to CO-OP Jobs. (2%)
8. Work term Excellence (2%)
9. **HTML Quiz (2%)**
10. CSS Quiz (2%)
11. JS Quiz (2%)
12. WHMIS (1%)
13. **Violence Prevention (1%)**
14. Respect in the Workplace (1%)
15. **Accessibility (1%)**
16. Human Rights (1%)

Resume and Cover Letter Assignment (20%): Resume (10%), LinkedIn page (4%), and business cover letter (6%) will be submitted to TA for feedback, approved by CO-OP office, and then graded by the TA.

CO-OP Interview Practicum (10%): Students will participate in practice interview sessions and will be evaluated in a final interview session that will be graded based on effectiveness and professionalism of communication skills.

Team Participation and Coordination (15%): Students will be grouped in teams and will work together on a project, and support each other in their course work and career development as follows:

- a. Each team is responsible for submitting a weekly status report. With each Team member signing-in in turn as responsible. The weekly report will include a summary of what was achieved and who contributed what on the project **(10%)**
- b. All team members will participate in a peer evaluation at the end of the semester. **(5%)**

Project (30%): Each team will complete a project that will be evaluated based on:

- a. Deliverable 1: Setup of GitHub accounts **(3%)**
- b. Deliverable 2: Web site initial design **(3%)**
- c. Deliverable 3: Web site design and styling **(3%)**
- d. Deliverable 4: Web site code and presentation material **(15%)**
- e. Deliverable 5: Project pitch **(6%)**

Late Policy: All work must be submitted on time. If a work is submitted late, then the student must give a valid explanation to the instructor, under penalty of receiving 0 for the work, and risk getting an EIN for the course. Late work will be assigned a new due date which, if not met, could result in EIN for the course.

Prevention of Sexual Violence: The University of Ottawa does not tolerate any form of sexual violence. Sexual violence refers to any act of a sexual nature committed without consent, such as rape, sexual harassment or online harassment. The University, as well as student and employee associations, offers a full range of resources and services allowing members of our community to receive information and confidential assistance and providing for a procedure to report an incident or make a complaint. For more information, visit www.uOttawa.ca/sexual-violence-support-and-prevention.

SCHEDULE AND DELIVERABLES (Tentative)

Wee k of	SEG Program Modules	CO-OP Modules	Deliverables
Sept. 2	Program / Course Overview / Teamwork		
Sept. 9	Web Technologies 1: Overview, Team, Project, Product	CO-OP Welcome / Virtual Campus overview Overview	
Sept. 16	Web Technologies 2: Git	Realities of the Job Market	Weekly Status Report, Violence Prevention Certificate
Sept. 23	Web Technologies 3: Design and HTML	CO-OP Mobility	Weekly Status Report HTML Quiz, Web Technologies Deliverable 1
Sept. 30	Web Technologies 4: CSS	CO-OP Resume Workshop	Accessibility Certificate, Weekly Status Report, CSS Quiz

Oct. 7	Web Technologies 5: JavaScript	Professional Resume Workshop	Initial CO-OP Resume. Weekly Status Report, JS Quiz, Web Technologies Deliverable 2
Oct. 14	<i>Reading week</i>	<i>Reading Week</i>	<i>Reading Week</i>
Oct. 21	Safety, and Risk Management	Finding your own Job / Business Letter	Web Technologies Deliverable 3, Weekly Status Report, WHMIS Certificate
Oct. 28	Web Technologies 6: Package, Pitch Prep	CO-OP International Placements	Final Resume Approval, Respect in the Workplace Certificate, Weekly Status Report
Nov. 4	Academic and Professional Resources	Interview Workshop 1	Weekly Status Report Web Technologies Deliverable 4
Nov. 11		Interview Workshop 2	Weekly Status Report Web Technologies Deliverable 5
Nov. 18	Web Technologies 7: Pitch Day	Applying to CO-OP Jobs	Weekly Status Report
Nov. 25		CO-OP Work Term Excellence	Human Rights Certificate
Dec. 2	Wrap up	Mentoring / Feedback/ Discussion	Team Peer Review