

**TCSS 390X Seminar in CSS Master Syllabus**  
**Version: April 2011**  
**(Approved: 27 May 2011)**

**Catalog Description**

Enhances problem-solving skills. Topics and approaches vary. Includes lectures and problem sessions in mathematics, programming, problem solving, and CSS applications. Enrollment restricted to those enrolled in the associated TCSS course. Credit/no credit only. Does not carry credit toward the CSS degree.

**Preconditions**

The preconditions for the workshop are the same as those for the associated course.

**Course Student Learning Goals** (to be added to syllabus handed out to students)

- Solve problems related to material in the associated course.
- Contribute to small group problem solving efforts on problems and questions of above average difficulty from the associated companion course.
- Explain the thought process behind a group solution to problems and questions of above average difficulty from the associated companion course.

**CSS Degree Student Learning Outcomes that this course contributes to** (to be added to syllabus handed out to students). Note that the use of the term *outcome* here instead of *goal* is simply for purposes of integration with ABET and has no other semantic import.

- b. an ability to analyze a problem, identify and define the computing requirements appropriate to its solution;
- d. an ability to function effectively on teams to accomplish a common goal;

**UWT Student Learning Goals that this course contributes to** (to be added to syllabus handed out to students)

*Inquiry and Critical Thinking*

Students will acquire skills and familiarity with modes of inquiry and examination from diverse disciplinary perspectives, enabling them to access, interpret, analyze, quantitatively reason, and synthesize information critically.

*Communication/Self-Expression*

Students will gain experience with oral, written, symbolic and artistic forms of communication and the ability to communicate with diverse audiences. They will also have the opportunity to increase their understanding of communication through collaboration with others to solve problems or advance knowledge.

## Topics covered

Topics covered in the TCSS390X seminar should closely parallel the topics covered in the associated companion course. The TCSS390X seminar should provide students an opportunity to engage more deeply with concepts from the companion course than is possible in the limited lecture time available during the companion course.

## Additional Information

### General Information about the TCSS390X Seminars (also referred to as “workshops” below):

Current TCSS 390X courses include:

#### TCSS 390A

- supports TCSS 143 (Fundamentals of Object-Oriented Programming Theory and Application)
- meets once per week – students are allowed a maximum of 2 absences

#### TCSS 390B (also TCSS 390E in autumn)

- supports TCSS 321 (Discrete Structures I)
- meets twice per week – students are allowed a maximum of 3 absences

#### TCSS 390C

- supports TCSS 342 (Data Structures)
- meets twice per week – students are allowed a maximum of 3 absences

#### TCSS 390D

- supports TCSS 343 (Design and Analysis of Algorithms)
- meets twice per week – students are allowed a maximum of 3 absences

The workshops are 2 credits, graded CR/NC. Credit is primarily based on attendance, but other participation requirements may be stipulated such as presenting a solution in front of the workshop at least once or twice per quarter.

Details of how to administer the workshops are documented in a "Guide to Managing the TCSS390 Workshops." Details of how facilitators should conduct the workshops are detailed in the "Facilitator Handbook."

What follows are the requirements for administering the seminars without the detail provided by the "Guide to Managing the TCSS390 Workshops."

## **Faculty Responsibilities:**

The faculty member assigned the task of managing the workshops is responsible for the recruitment, training, and monitoring of the student facilitators hired to teach these courses, for overall quality of the courses themselves, and for administration as detailed below.

### Recruitment of facilitators:

- Proactively seek students with high technical and communication skills to fill the facilitator positions.
- Facilitators for all TCSS390X seminars should be identified in advance of the quarter in which they will facilitate in order to provide ample time for them to prepare for the position.

### Training of facilitators:

- Provide each new facilitator with an orientation to the requirements of the position.
- Provide each new facilitator a copy of the facilitator handbook.
- Provide the current copier code to all facilitators.

### Monitoring of facilitators and workshops:

- Hold a weekly meeting with all facilitators in order to provide ongoing training and to answer questions and resolve issues.
- Visit each workshop at least once per week in order to demonstrate faculty involvement, interest, and support.

### Administration:

- Proactively advertise the TCSS390X seminars so that students are aware of the existence of the workshops.
- Review and update the course syllabi for the TCSS390X seminars each quarter; provide copies of the syllabi to facilitators for distribution to students.
- Provide facilitator names to Stephen Rondeau (lab staff) to provide access to `//itfiles/facilitatorsspace`.
- Provide a copy of the companion course textbook to each facilitator.
- Send email to faculty who are teaching the companion courses (especially new faculty or faculty who have never taught a course with an associated workshop) to tell them who the facilitator is.
- Provide each facilitator with a roster of students registered for the seminar.
- Require facilitators to meet regularly with the instructor of the companion course (typically once a week, either in person (preferably) or by e-mail).
- Distribute course evaluation sheets to facilitators near the end of each quarter.
- Enter the CR/NC grade for each student in accordance with attendance information provided by the facilitators.
- Update the "Guide to Managing the TCSS390 Workshops" and the "Facilitator Handbook" as necessary.

References: Managing workshops guide, Facilitator Handbook