PERSONAL COMPUTING
CLASS PROJECT 1

PROJECT DUE DATE - FEBRUARY 26TH AT 10PM

VERSION
Version 1.0– Initial version

If updates to this document are required, the version number will be updated appropriately. It is the student’s responsibility to ensure his or her submitted document adheres to the latest version. Any changes to this document will be announced on the Canvas discussion board along with a description of the changes.

PURPOSE
Welcome Web professionals! The purpose of the class project is to establish your professional presence on the web, using a professional social media called LinkedIn – it is one of the leading professional social networking sites available today. It can be found at http://www.linkedin.com/. You are going to create a LinkedIn profile with the information as described below. There are 100 available points for this project.

REQUIREMENTS
Each student is required to establish a LinkedIn account that fulfills each of the grading criteria listed below. An example of a finished profile can be found at:

linkedin.com/in/morgan-wunder-a94736137

1. If you already have a LinkedIn profile and wish to use it for this class that is entirely acceptable. BE SURE it meets the criteria listed below. We will grade on professionalism, spelling, and grammar. The criteria listed below will be used for grading.

2. Note: For those with privacy concerns, you can put entirely fake information in the following fields and then delete the profile once you have finished the class. Although I would very much recommend you create this for real – it will be essential as you go forward with your career.

3. There is a scheduled “project day” on Wednesday where the TAs can help you complete this project. We suggest that you use this time so that if problems occur a TA can help fix the problem.

Please DO NOT add the instructor or the TA’s as contacts; these are our real LinkedIn accounts and per department policy, we only add students after they graduate.
LINKEDIN GRADING CRITERIA

Overall appearance – 15 points

Each item in bold is worth 5 points:

1. Contact Info/Profile Headings
   a. **Headline:** Put your current job position as your headline. If you do not have a current job, put one in that is “CSU Student”.
   b. **Professional Picture:** Install a professional picture of yourself. This should NOT be “goofy” or “a joke,” imagine you are representing yourself to potential employers.
   c. **Company Website:**
      i. To add, go to the pencil icon at the top of your profile, the towards the bottom use the “Link to Media” button to add the Company Website.
      ii. If you do not have one, use: http://www.colostate.edu/. Please leave the company website as a URL, not as a link to a picture.

2. Search and ask to join the [CS110 –Spring 2017] group on LinkedIn. **Allow for a minimum of 24 hours to be let into the group.**
   a. Once accepted make a comment on Russ’ post just stating your Eid (NOT your student ID#).
      i. Do not make a new discussion post you will not get points for adding a new discussion post.

3. Summary (Key criteria here will be professional language, correct spelling and grammar.)
   a. **Professional Experience:** Summarize only your professional career to date. Most of you will describe your educational career here, and possibly describe any part-time jobs you have held.
   b. **Professional Goals:** Summarize your professional career & educational goals here, i.e. goals and plans for after graduation, including jobs or graduate school.
   c. **CSU Experience:** Summarize your professional educational experience at CSU here (past, present, or future). You can discuss your major/minor, expected graduation date, research projects you have done or plan to do, etc.
   d. **Picture:**
      i. Insert a professional picture that is related to something you have discussed in the summary section so far. This could be a logo or picture of your current or past job location, CSU, your department at CSU, etc.
      ii. To add a picture in the summary area, go to where you edit your summary and use the “Upload” button towards the bottom to add a picture.

4. **Experience:** What jobs you have held. If you have not had any jobs yet, add one job that is “High School Student” with the time frames of high school. Preferable is any part-time jobs you have held – babysitting, landscaping (mowing), etc.

5. **Education:** You should include any previous schooling, i.e. high school or another university (something other than CSU).

6. **Skills & Endorsements:** You need at least 5 of these (they are worth 1 point each). This isn’t a section to list off jobs you have held, but specific skillsets, knowledge, and interests you have acquired from jobs or classes, etc. (Ex. Time Management, Leadership, Farming, etc.)
7. **Languages:** Insert any languages you speak and your proficiency. You need to have at least one. (Ex. English)

8. **Courses:** List all of your current courses for this semester. You only need to fill out Course Name (Ex. Personal Computing) & Number (Ex. CS110).

9. **Submit the link to your LinkedIn profile on Canvas.** You are required to check the URL into the submission box of the assignment on Canvas. You can do this by clicking “submit assignment” after going into Class Project 2. For this assignment, do NOT submit a document; put the URL in the submission box. Do NOT put anything else but the URL in the submission box – we will get your name and ID from Canvas itself. The URL must be copied from the profile (not the address bar of the browser) and should be in a similar form as the link below (see picture below to see where to access the correct URL).

   linkedin.com/in/morgan-wunder-a94736137

   *(Note: If you use the URL from the address bar, you will receive a zero on the project – that URL is a dynamic URL that only has meaning when you are developing the profile. Once you log out, it no longer points to your profile.)*
10. Once you have checked your URL into Canvas, log out of LinkedIn, copy your URL from Canvas and paste it into the address bar of your browser. The most common mistake on this assignment is an incorrect URL – which results in a zero score because the graders cannot find the profile. If you submitted the incorrect URL resubmit the correct one before the due date without penalty.

**HINTS**

- When adding company website and summary photo, go to the pencil icon to edit your summary. Then towards the bottom there is an “Upload” button (for the picture) and “Link to Media” button (for the company website).
- Some students have had issues uploading the picture using Internet Explorer, if you experience that, try Firefox or Chrome. You should also make sure you understand the size criteria requirements for the image.
- To add different sections the tabs are close the top of your LinkedIn profile under “Add new profile section”. If the sections do not appear, refresh the page.
- To find the group search for “CS110 – Spring 2017”. Being added to the group may take a little time, request to join the group as soon as possible to make sure the comment is submitted on time.