

FINAL EXAMINATION STUDY GUIDE
CSE 3316 Professional Practices
Spring 2013

The examination will cover material from the class notes since spring break and the supplemental text books Professional Practices in Computer Science, vols 2 and 3. The general topics covered are communications, entrepreneurship, and career development.

The examination will consist of multiple-choice, true-false, matching, fill-in-the-blank, and/or short-answer questions. These questions will come from the following list or be derivatives thereof.

What are the skills of engineers and computer scientists that translate well to entrepreneurship?

What are the skills that don't?

In the context of entrepreneurship, what is meant by *the Valley of Death*?

What does innovation mean in today's economy?

What are the two broad categories of innovation?

What are the five myths of innovation?

Name the eight stages or categories of the commercialization process.

What are three ways in which opportunities *can happen*?

Name six sources for finding opportunities.

What are the three key questions to answer in a feasibility study for a new product or service?

What are the stages in the growth cycle of a new industry?

Name the choices for commercializing a new venture.

What are the pros and cons for starting a venture in an industry where there's no competition?

Identify the characteristics of an effective founding team for a new venture.

What is a business model? The functions of a business model? The components of a business model?

Name four sources of opportunity for new business models.

What are the three major issues that often lead to business model failures?

List the stages of funding for a start-up venture.

Name five sources of funding for a start-up venture.

What is crowdfunding? What are the pros and cons of crowdfunding from the "investor's" point of view?
The entrepreneur's?

What is a *technology incubator*?

Is there a technology incubator in Arlington?

Identify eight benefits of effective communication for you and your employer.

What are the key elements of effective communications?

What skills can you develop to improve your business communications?

What is plagiarism?

What is meant by the term *selectively misquoting*?

How does cultural context affect communication?

Why is it important to also connect in person when using technology to communicate?

Why must the introduction of an unsolicited proposal include a statement of the problem or opportunity that the proposal addresses?

What navigational elements can you use to help readers follow the structure and flow of information in a long report?

What are the three main sections of any business report or proposal?

Name five characteristics of effective report content.

Name six strategies for successful proposals.

Identify various types of graphics for visualizing data in reports and proposals.

What skills do oral presentations give you the opportunity to practice and demonstrate?

What three goals should you accomplish during the introduction of an oral presentation?

What techniques can you use to get an audience's attention during your introduction?

What three tasks should you accomplish in the close of your presentation?

List three techniques that can be used to overcome anxiety before and during oral presentations?

What are the four characteristics of effective slides?

What are the keys to writing readable content for slides?

List six tips for effective online presentations.

Does the UTA Career Center charge a fee for their services?

What's the difference between *career objective* and *personal profile* statements?

What items should be included in a job search portfolio?

What is a letter of recommendation?

Who should letters of recommendation come from?

What are the benefits of building a professional network?

Who should be included in a professional network?

What materials should be included in a job application?

What information should be included in your resume?

What information should be included a job application cover letter?

What is meant by job-specific skills?

What is meant by transferrable job skills?

What soft skills are important for finding and keeping a job?

List things do to when preparing for a job interview?

What is a personal commercial and how can it be used in a job interview?

List do's and don'ts for a job interview.

Identify three interview methods used by recruiters.

List three types of questions that may be asked during interviews.

What are some questions that are not appropriate for a recruiter to ask during an interview?

What are some questions that are not appropriate for an applicant to ask during an interview?

Give examples of tough questions that a candidate should be prepared to answer during an interview.

List some things an applicant should do after a job interview.

List some steps you can take toward keeping a job.

List steps you can take toward getting a promotion.

What is meant by a *lateral move* within an organization?

What information should be included in a resignation letter?

How often should you change jobs?