

MICHIGAN STATE  

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UNIVERSITY

02/17:

# Resume Writing and Interviewing

## The Capstone Experience

Dr. Wayne Dyksen  
James Mariani  
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Department of Computer Science and Engineering  
Michigan State University

Spring 2022



*From Students...  
...to Professionals*

# Resume and Interview Goals

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- Resume
  - Get Noticed
  - Get an Interview
  - Get in the Door
- Interview
  - Tell Your Story
  - Get a Good First Job
  - Start a Successful Career



# Caveats Resume Writing & Interviewing

- Partly...
  - Science (Spock)
  - Art (Captain Kirk)
- Lots of Opinions
  - Varied
  - Sometimes Conflicting
- Always Exceptions to Every Rule
- Do what works for you.



# Resume Writing and Interviewing

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## ➤ Resume Writing

- Interviewing

# Resume Challenges

- Competition
  - 100's or 1,000's of 10,000's of Resumes
  - Lots Similar
  - Lots Qualified
- Typical Usage
  - Visual Scan (< 10 Seconds)
  - Optical (Machine) Scan
  - Often Not Read in Detail
  - Often Discarded

How will your resume stand out?



# Resume *Nota Bene*

## Every Last Detail Matters

If...

- ...cannot find relevant information quickly
- ...email wrong and bounces back
- ...phone number wrong
- ...not visually appealing
- ...not professional looking
- ...no answer and no voicemail
- ...etc...

then...

- ...pitch your resume and move on to the next one



# Resumes 101

- Exactly One (Full) Page
  - Not More
  - Not Less
- Simple Formatting  
(Machine (Optical) Scan-able)
- Honest
- Contains...
  - Contact Information
  - Objective
  - Education
  - Skills
  - Experience
  - Other Activities



# Contact Information

[1 of 3]

- Name
- Email Address  
(Use “Professional” Email Address)
  - No
    - [TheGamingWizard@hotmail.com](mailto:TheGamingWizard@hotmail.com)
    - [BarCrawler@gmail.com](mailto:BarCrawler@gmail.com)
  - Yes
    - [dyksen@msu.edu](mailto:dyksen@msu.edu)
    - [wayne@dyksen.com](mailto:wayne@dyksen.com)
    - [wayne.dyksen@gmail.com](mailto:wayne.dyksen@gmail.com)
- US Mail Address
- Include “Permanent” Addresses
  - Both Email and US Mail
  - What if I want to contact you two years from now?





# Contact Information

[2 of 3]

- Phone
  - Current
    - Your Mobile Phone
    - No Mobile Phone?
      - ❖ Get one.
      - ❖ Providers offer (cheap) pay-as-you-go service.
  - Permanent
    - Your Mobile Phone?
    - Your “Home” Phone (Parents’)?
    - What if I want to contact you two years from now?
  - Get and Setup “Voicemail” for All Phones



# Contact Information

[3 of 3]

## • Phone

### ▪ Fix your voicemail “not here” messages.

#### ○ No

- ❖ “Hey there! You’ve reached the voicemail of the funnest person at MSU. Leave your number and I’ll give you a ring but only if you’re one of the lucky people.”
- ❖ “I’m not here. Leave a message.”
- ❖ You’ve reached 517-555-1212. Please leave a message.
- ❖ “Hi. I’m sorry I missed your call. Please leave me a message and I’ll get back to you. Thanks for calling and have a great day.”

#### ○ Yes (Include Your Name!)

- ❖ “Hi. This is Wayne Dyksen and you’ve reached my voicemail. Please leave me a message and I’ll get back to you. Thanks for calling and have a great day.”



# Objective

- Very Concise (One Line)
- Indicate internship or permanent employment.
- Avoid flowery BS.
- Examples
  - To secure a summer internship as a software developer.
  - To secure permanent employment as a software engineer.
  - To secure permanent employment as a software engineer that utilizes and expands my skills in computer science.
- Be specific only if you really mean it. Why?
  - To secure permanent employment as a database administrator.
  - To secure permanent employment as a network administrator.



**School Address**  
Calvin College  
Grand Rapids, MI 49546  
(616) 555-1234

**Bob Dyksen**  
bob.dyksen@gmail.com

**Permanent Address**  
2175 Burcham Dr.  
East Lansing, MI 48823  
(517) 555-1212

**Objective** To secure a full time position as a software engineer that utilizes my skills and expands my knowledge in computer science.

# E.J. Dyksen

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2148 Raspberry Court SE, Apt H  
Grand Rapids, Michigan 49546

ej.dyksen@gmail.com  
(517) 555-1234

## Permanent Address

2175 Burcham Drive  
East Lansing, Michigan 48823  
(517) 555-1212

## Objective

Secure an internship that will expand my knowledge and experience in computer science.



# Interview Tip

- Be ready to answer questions like...
  - “What do you like to do?”
  - “What kind of positions interest you?”
  - “Where do you want to be in five years?”
- Know Positions
  - Program Manager (PM) or Developer (Dev)
  - Associate Software Developer
  - Associate/Sr. Consultant
  - Etc...



# Your GPA

- Used by Companies for Screening
  - Use Varies by Company
  - If (GPA < Threshold) then { No Interview }
  - Threshold Varies by Company
- On Resume
  - Probably, but Almost Certainly (IMHO)
  - Easy to Find
  - If GPA not there...
    - I'm thinking...
    - I'm going to...
  - Remove After First Job





# So-So GPA's

- Compute “Sub” GPA's
  - Overall vs CSE
  - Freshman vs Sophomore Through Senior
  - Freshman/Sophomore vs Junior/Senior
  - Freshman, Sophomore, Junior, Senior
  - Etc...
- Give a Good Explanation
  - Was Immature. Grew Up.
  - Not Motivated When Freshman, Am Now
  - Worked 40 Hours/Week to Pay for School
  - Etc...





# Education

- Degree BS
- Major Computer Science
  - Cognate Business
  - Minor Mathematics
  - Date Expected Expected, May 2022
- Institution Michigan State University
- GPA
  - Cumulative 3.50/4.0
  - CSE 3.70/4.0
- Relevant Courses
  - Number CSE 231
  - Title Introduction to Programming
  - Topics in Parentheses (Python)
- Non-MSU Institutions
  - May Include Other Colleges/Universities
  - Do Not Include High School



# Minor or Cognate

- Highly Valued by Companies
- Leverage
  - On Resume
  - During Interview
- “Cognate”
  - Unknown Term
  - Confusing Label On Resume
  - Explain Cognate Like a Minor
  - Be Careful Not to Misrepresent as Official Minor



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**Education**

B.A., Computer Science, Expected December 2002

Calvin College, Grand Rapids, MI

- CS GPA: 3.50/4.0, Cumulative GPA: 3.13/4.0
- CPSC 186, Introduction to Data Structures with C++ (C++, Visual Studio 6.0)
- CPSC 210, Web Site Administration (HTML, CGI, Perl, Apache Web Server)
- CPSC 230, Data Structures and Algorithms (C++, Java, Visual Studio 6.0)
- CPSC 247, Software Engineering (C, UML)
- CPSC 270, Operating Systems (C++, Java, Perl)
- CPSC 300, Computer Graphics (OpenGL)
- CPSC 330, Databases (mySQL, Oracle, Java)
- CPSC 370, Networking (TCP, UDP)
- CPSC 380, Programming Languages (C++, ADA, LISP, Smalltalk)
- CPSC 392, Ethics in Computing
- CPSC W80, Cryptography and Computer Security
- ENGR 220, Computer Architecture (SPARC/MIPS, Assembly Programming)



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- ENGR 220, Computer Architecture (SPARC/MIPS, Assembly Programming)

**Course Related Projects**

- Linux Kernel Network Router (CPSC 370)
  - Implemented a kernel-resident network router.
  - Routed IP network traffic across two or more NICS.
  - Optimized routing times via cached routes.
- Virtual Private Network (CPSC W80)
  - Designed a virtual private network protocol.
  - Implemented a VPN via TCP/IP tunneling.
  - Utilized DES3 cryptography for secure IP data packets.



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## Objective

Secure an internship that will expand my knowledge and experience in computer science.

## Education

### BA, Computer Science

Expected May 2008

### Calvin College

Grand Rapids, Michigan

- CS 108, Introduction to Computing (Java)
- CS 112, Introduction to Data Structures with C++ (C++)
- CS 212, Data Structures and Algorithms (Java)
- CS 214, Programming Language Concepts (Java, Lisp, and Scheme)
- CS 232, Operating Systems and Networking
- CS 262, Software Engineering
- CS 352, Computer Graphics
- ENGR 220, Introduction to Computer Architecture (SPARC Assembly)
- MATH 161, Calculus I
- MATH 156, Discrete Mathematics for Computer Science
- MATH 256, Discrete Structures and Linear Algebra



# Interview Tip

- Be ready to answer questions like...
  - “So, what did you do in CSE 422?”
  - “Tell me about a favorite course.”
  - “Tell me about your Linux Kernel Network Router.”
- Know Your Courses
  - Topics
  - Books and Readings
  - Projects
- Know Some Projects in Depth
  - Requirements
  - Implementation
  - Complexities
  - Cool Features





# Skills

- Simple List
  - Languages
  - Operating Systems
  - Software Systems
  - Software Packages
- Avoid
  - Relative Trivialities (e.g., Microsoft Word)
  - Weak or Non-Existent Skills
  - BS (Effective Team Member, Customer Oriented, etc.)
- Possibly Classify (But Only If Room)
  - Familiar
  - Proficient
  - Certified



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## Experience

### Skills

- Java, C#, C++, PHP, CSS/XHTML, Ruby (and Rails), SQL, UML, Visual Studio 2005
- Windows Server 2003 System, Exchange Server 2003, IIS 6.0, SQL Server 2005
- Microsoft Windows Vista, Tablet PC platform, Media Center platform, Windows Mobile 5.0
- Eclipse IDE, Linux, Apache, MySQL, PostgreSQL, other open source products
- Adobe Premiere Pro 2.0, Adobe After Effects 7.0, Macromedia Fireworks 8.0



# Interview Tip

- Be ready to answer questions like...
  - “How proficient are you in Perl?”
  - “What have you written using Ruby on Rails?”
  - “Have you ever administered an Exchange Server?”
- Know
  - Your Skills
  - Examples of Using Your Skills
  - Your Limitations



# Experience

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- Position Description
- Company
- Dates
- Bullet List of Accomplishments
  - Concise
  - Specific
  - Begin with Action Verb
  - One Line Per Bullet
  - Sentence Fragments Okay
- Only Most Relevant and Most Recent



**Skills** C, C++, ADA, Smalltalk, Lisp, Java, Perl, HTML, Windows 2000/XP, UNIX, Linux, Visual Studio 6.0

**Experience**      **Software Engineering Internship**      **The Boeing Company, St. Louis, MO**

- Made corrections in T-38C cockpit software Summer 2002
- Used System Integration Lab (SIL) to test changes to MDP software
- Developed ACMI debrief application for T-38C aircraft (SDT, C++, Visual Studio 6.0)
- Participated in software development processes

**Software Engineering Internship**      **The Boeing Company, St. Louis, MO**

- Participated in SEI Level 3 Activities Summer 2001
- Developed automated testing utilities for the AHWCS project (Java, C++)
- Tested the launch control software for the *Harpoon Block II* missile
- Managed group web pages

**Program Analyst Internship**      **Mutual of Omaha, Omaha, NE**

- Designed and implemented software (Java, some C++) Summer 2000 - Spring 2001
- Involved in a major company project
- Worked closely with associates from other companies (Trilogy, ICONIX)
- First telecommuting intern

## Experience

### Program Manager Intern

Microsoft Corporation

Summer 2006

Terminal Services

- Investigated solutions for a large software architecture problem
- Initiated communication with external teams for alternative solutions
- Delivered a V1 specification encapsulating the first step in the solution

### System Architect and Administrator

Michigan State University

Summer 2005

College of Agriculture and Natural Resources

- Designed and implemented a major Windows Server 2003 and Exchange Server 2003 installation to handle 2,000 users
- Maintained two concurrent Active Directory forests with trusts for migration purposes
- Recovered overnight from a university-wide security issue

### System Administrator

Michigan State University

Summer 2003, Spring and Summer 2004

Clara Bell Smith Center

- Designed and implemented a Windows Server 2003 and Exchange Server 2003 installation
- Converted from stand-alone desktops to fully managed desktops
- Packaged custom applications for group policy rollout

### Programmer

Michigan State University

Summer 2002

Men's Basketball

- Investigated ways to use technology in the collegiate athletic environment
- Developed web service for contacting players via mobile phone
- Administered desktops with Windows XP, 2000 in a mixed Windows/Novell environment

### Skills

- Java, C#, C++, PHP, CSS/XHTML, Ruby (and Rails), SQL, UML, Visual Studio 2005
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# Interview Tip

- Be ready to answer questions like...
  - What kind of corrections did you make to the T38C software?
  - What's an SEI Level 3 activity?
  - What's a V1 specification?
  - What was the university-wide security issue and how did you recover?
- Know Your Summer Internships
  - Concise Description
  - Software Systems
  - Your Responsibilities
- Know Some Specific Accomplishments



# Other Activities

- Including...
  - Clubs
  - Awards
  - Hobbies
  - Outside Interests
- Concise
- Avoid
  - Trivialities and/or BS
  - High School Activities and/or Awards
- Omit If None





- Experience**
- Software Engineering Internship** **The Boeing Company, St. Louis, MO**
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  - Involved in a major company project
  - Worked closely with associates from other companies (Trilogy, ICONIX)
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- Hobbies**
- Licensed Private Pilot
  - Piano & Pipe Organ

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- Eclipse IDE, Linux, Apache, MySQL, PostgreSQL, other open source products
- Adobe Premiere Pro 2.0, Adobe After Effects 7.0, Macromedia Fireworks 8.0

## Awards

- First Place, [Memories Category](#), [Microsoft Start Something Amazing Awards](#), 2005
- Choral Honor Award, Okemos High School, Okemos, Michigan, 2004

## Activities

- Calvin IMPROV, Leader
- Capella Choir of Calvin College

Good idea to include links.



# Leveraging the Capstone Course

**Michigan State University**  
**Software Developer**

**East Lansing, Michigan**  
**Fall 2021**

- Worked on a team of five students in MSU senior capstone course.
- Designed and implemented [Amazon Web Services: AWSome Availability Zones](#).
- Worked directly with Amazon to develop a complete project plan.
- Produced [video](#) about project and delivered software product.
- Awarded the Design Day [Amazon Sigma Award](#).

Good idea to include links.



# Interview Tip

- Be ready to answer questions like...
  - “So, what do you do for fun?”
  - “What do you do when you’re not working?”
  - “Do you have any hobbies?”
  - “What’s ACM?”
  - “What did you do accomplish as president of WIC?”



# Bonus Resume Tip

- Learn how to use Microsoft Word!
  - Use Paragraph Spacing
    - Do use paragraph spacing between lines.
    - Do not use empty lines, i.e., just hit return.
  - Use Paragraph Styles
  - Use Tabs
    - To Line Up Things
    - Do not use spaces, which won't work anyway.
  - Use Right Justified Tabs
    - To Justify Things on the Right Margin
    - Do not use default tabs and/or space, which won't work anyway.
  - Etc...
- Submit PDF, Not Word Source
- Test Print Resume (on Paper)

Tab  
Tab2  
Tab 3



# Bonus Resume Tip

- Single Page Limit

But...

- Multiple Versions Possible

- Target For Particular

- Industry
- Company

- Vary

- Lists of Courses
- Lists of Course Projects
- Bullet Points Describing Experiences/Internships





# Resume Writing and Interviewing

---

✓ Resume Writing

➤ Interviewing



# Clean Up Your Web Presence

- Facebook
- Twitter
- Instagram
- Reddit
- Snapchat
- Personal Web Pages
- Etc...

HR people will and do check these things out.

What about your 1<sup>st</sup> Amendment rights?





# Due Diligence

- Research the company.
- Research the interview.
  - Talk with others who have been interviewed.
  - Ask “What style of interview should I expect?”
- Research the interviewers.
  - Get an interview schedule with names and titles.
  - Figure out who does what.
  - Google for interviewer interests and hobbies.
- Research the dress code.
  - Ask recruiter/interviewer.
  - Ask others.
- Do not be surprised.



# Interview Styles

- Many & Varied
  - Technical (How does IPv6 differ from IPv4?)
  - Problem-Solving (In the adjacent room are three lights...)
  - Behavioral (Tell me about a time when...)
  - Coding (Write a recursive function that...)
  - Etc...
- Research
  - Types of Interview
  - Questions for Each Type
  - Type to Be Used
- Do not be surprised.



# Look the Part

[1 of 2]

- People do judge books by their covers.
- Research the “look”.
- If you want the “part”, “look” the “part.”
- Appearance
  - Clothes
  - Shoes
  - Hair (Style, Length, Colors, ...)
  - Body Piercings
  - Etc...



# Look the Part

[2 of 2]

- Get Advice From Someone With Taste
  - Styles in General
  - What Looks Good on You
  - Size and Fit
  - Whole Package
    - Clothes
    - Shoes
    - Jewelry
    - Hair
    - Etc...
  - View as Investment
- Do due diligence.
- Expectations for interviewee may be very different than expectations for interviewer or employee.



# Your Personal Presence

- Introduce Yourself
- Avoid Nervous Habits
- Make Eye Contact (But Don't Stare Down)
- Give "Right Length" Answers
  - Long Enough
  - Not Too Long
- Speak Correct English
  - Subjects: I, He, She, It
  - Objects: Me, Him, Her, It
  - NOT
    - "Him and I went to the basketball game."
    - "Her and me went to the football game."
- If Necessary
  - Repeat Question to Buy Time
  - Ask for Clarification
- Practice Wearing Interview Attire



# The First Question

- What's the first question at many interviews?
- Tell me/us about yourself.
- Be Ready
- Practice Answer
- Avoid
  - Too Short
  - Too Long
  - Too Vague
  - Too Detailed



# Bad Comments to Make

...During the Interview

- “I see you just lost that big contract to Acme.”
- “Wow, your stock price really took a hit yesterday.”
- “It sure looks like the cost of living is high here.”
- “Windows 8 was a big mistake.”
- “I didn’t do well in that course because the professor was terrible.”
- “I didn’t do well in that course because I wasn’t interested in it.”
- Etc...





# Bad Questions to Ask...

...During the Initial Interview

- “Can you tell me what your company does?”
- “How much will I make?”
- “How much vacation will I get?”
- “Is there dental coverage?”
- “Will you pay moving expenses?”
- “Will I get my own office?”
- “How soon will I be promoted?”
- “Will I have to work more than 40 hours per week?”
- Etc...

(What if they ask you “How much do you expect to make?”)





# Good Comments to Make..

...During the Interview

- “That T-38 looks like a really cool plane.”
- “The 787 looks amazing. Passengers will really like the large structure bearing windows.”
- “I’m running Windows 11 and it’s great.”
- “I’ve been running Monterey since it was released.”



# The Last Question

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- What's the last question at many interviews?
- Do you have any questions for me/us?
- What's a really bad answer?
- What are some good answers?



# Good Questions to Ask...

...During the Interview

- “Are there opportunities for professional development?”
- “Is there support for advanced degrees?”
- “What career paths are available?”

Okay Questions to Ask...

- “What’s the corporate culture like?”
- “What’s a typical week like?”



# Things Not to Do

- Don't complain about anything like...
  - ...your trip
  - ...the airline
  - ...the hotel
  - ...the weather
  - ...the interview process
  - ...other interviewers
  - ...other companies
  - ...etc...
- Don't discuss politics or religion.
- Don't drink alcohol (ever, never, not at all).
- Etc...



# Business Cards

- Be ready to handout your business card.
  - Use MSU email account.
  - Include personal URL with link to resume (downloadable).



# Follow-Up

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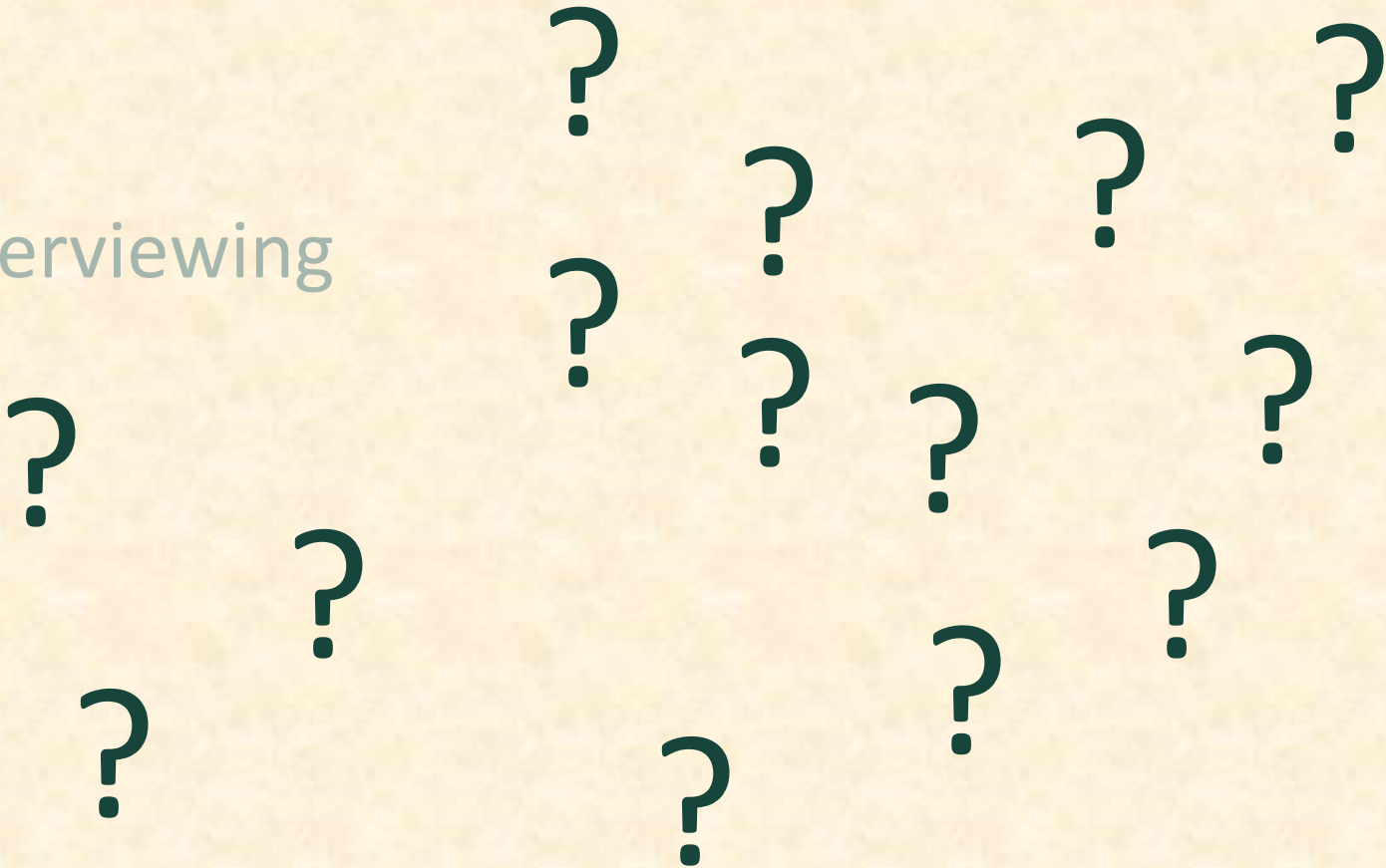
- ASAP
- Hand-Written Note
  - US Mail  
(Get Business Cards for Address)
  - Buy Nice MSU Note Cards
- Try to Include Brief Personal Comment
  - Related to Interviewer
  - Record Info on Back of Business Card ASAP



# Resume Writing and Interviewing

✓ Resume Writing

➤ Interviewing





# What's ahead?

[1 of 2]

- Upcoming Meetings

- ~~02/10: Design Day Booklet Production Process~~
- ~~02/15: Creating and Giving Presentations~~
- ~~02/17: Resume Writing and Interviewing~~
- 02/22: Alpha Presentations ← **New**  
~~Schedule Conflicts? Email Dr. D. By COB Yesterday~~
- 02/24: Alpha Presentations
- 03/01: Alpha Presentations
- 03/03: Alpha Presentations
- 04/05: Beta Presentations



# What's ahead?

[3 of 3]

- Design Day Process Dates
  - ~~02/10: Design Day Booklet Production Process~~
  - 02/19: Design Day Booklet Zip File Due
  - 02/20: Design Day Artwork Feedback Posted
  - 02/21: Teams Update Design Day Artwork
  - 02/22: Alpha Presentations Start  
Design Day Artwork Feedback Discussed  
Design Day Updated Artwork Due
  - 02/23: Alpha Slide Decks Due
  - 02/24: Alpha Presentations
  - 02/27: Design Day Final Team Pages Posted
  - 03/01: Alpha Presentations  
Design Day Final Team Pages Discussed
  - 03/02: Design Day Final Team Pages Due
  - 03/03: Alpha Presentations



# Zipped Assets Folder

- Link On Downloads Page
- Customized Per Team
- Contents
  - Project Page Template .docx
  - Four Template Artwork Files .png
- Do not change filenames.
- Example
  - team-amazon-design-day-booklet-page.zip
  - team-amazon-design-day-booklet-page.docx
  - team-amazon-artwork-1.png
  - team-amazon-artwork-2.png
  - team-amazon-artwork-3.png
  - team-amazon-artwork-4.png



## Amazon

### Amazon Shop Smart: Web Extension for Shopping

Insert your project description here. Read the Design Day Booklet Page Instructions thoroughly, over and over.

Show paragraph marks and other hidden symbols by clicking the paragraph symbol (¶) in the Paragraph section of the ribbon above.

To start a new paragraph, insert a tab character at the beginning of the paragraph by typing control-tab. You should see a right arrow (→) appear.

You must use the Microsoft Windows version of Word. Do NOT even think about using anything else.

The first two or three lines must be about your client. The following is an example.

Auto-Owners Insurance is a Fortune 500 company that provides automotive, home, life and commercial insurance to nearly 3 million policyholders in 26 states.

Do NOT use phrases like "Our clients asked us to..." or "Our project is..." when describing your project.

Do NOT use phrases like "Our software aims to..." or "Our software is designed to..." when describing your software.

Write everything in the present tense.

Do NOT write anything negative about your client like "Our client's current software is horrible; ours is better."

Read the Design Day Booklet Page Instructions thoroughly, over and over and over and over and over.

It's okay for a paragraph to have only one sentence as long as the sentence is long enough to take up at least 1.5 lines.

The last few lines (and only the last few lines) must contain technical details about your project. The following is an example.

The front end of our Amazon Video and Shopping Technology system is built using Angular 6, while the back end is implemented using PHP Laravel.

- To insert your artwork, right-click on this artwork (grey rectangle with text within the textbox) and select "Change Picture..."
- Put each piece of artwork in a **separate** artwork textbox.
- Do not change the textbox's red external borders. Use them as handles to move and resize the textbox. The red borders will be made invisible later.
- Delete the artwork textboxes that you do not need.
- Do not use more than four artwork textboxes.
- To layer overlapping textboxes, right-click on a textbox red border, and select "Bring to Front" or "Send to Back."

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#### Michigan State University

##### Team Members (left to right)

**Hithesh Yedlapati**  
South Lyon, Michigan

**Tianli Zhou**  
Wenzhou, Zhejiang, China

**Emma Sichelsteel**  
Newaygo, Michigan

**Jiashang Cao**  
Rochester Hills, Michigan

**Richard Huang**  
Novi, Michigan

**Jimmy Warner**  
Troy, Michigan

#### Amazon

##### Project Sponsors

**Jeremy Fry**  
Detroit, Michigan

**Garret Gaw**  
Detroit, Michigan

**Derek Gebhard**  
Detroit, Michigan

**Erik Kamman**  
Detroit, Michigan

**Tyler Rozwadowski**  
Detroit, Michigan

**William Tanner**  
Detroit, Michigan

# Read Me

[1 of 2]

- Presenting

- The purpose of the Alpha Presentation is to convince everyone that your team will be successful; that is, to convince everyone that your team has your project completely scoped, the specifications complete, and all risks mitigated so that you are capable of implementing your project, full-featured, and delivered it to your client, on time (Wednesday, April 27).
- The time limit for your presentation is 15 minutes, which will be strictly enforced. Practice your presentation to ensure that you will finish within the allotted time.
- Each team will share and “drive” the slide deck for their own team.
- Plan on spending most of your presentation demonstrating your software. A suggested approach is as follows.
  - Very Brief Review of Project Overview
  - Very Brief Review of System Architecture
  - Software Demonstration (Skipping Some or All of the Screen Shot Slides in Your Slide Deck)
  - Brief Summary of What’s left to do?
- Your presentation should be professional, well rehearsed, and flow from beginning to end. Practice presenting using Microsoft Teams. Ensure that your slides are readable. Practice sharing your screens and demonstrating your software. Practice switching from one team member to another.
- As a backup to live demonstrations, consider making screen recordings of your software demonstrations using Camtasia.
- We will meet in two “split-hands” meetings with one Teams channel for Brenden’s teams and one for Luke’s teams.
- All team members are required to dress business casual on the day of their presentation. Business casual does not include sneakers, tennis shoes, hats, coats, hoodies, t-shirts or shirts that are not tucked into pants. Google “what is business casual.”
- All team members should turn their cameras on during their presentation.
- Although the presentations will be scheduled over the course of four meetings, all teams must be prepared to present on the first day scheduled, Tuesday, February 22.
- The presentation schedule will be posted on our [All-Hands Meetings](#) page in the evening of Monday, February 21.





# READ ME

[2 of 2]

- **Creating and Editing**

- Use only the Windows version of Office 365.
- You must use this PowerPoint slide deck template as is. Do not change the number of slides unless the instructions explicitly allow you to duplicate slides. Do not change the order of the slides. Do not change the styles. Do not edit the master slides.
- Throughout the template, replace placeholders [...] with the appropriate information.
- Edit the center footer by clicking the Header & Footer button on the Insert ribbon. Change [Team Name] in the footer to your company name as in “Team TechSmith Alpha Presentation”. If necessary, extend the width of the center footer textbox on the master slide, making sure that you re-center the enlarged textbox.
- Do not include any company confidential information in your presentation.
- Delete every textbox that includes “Delete this textbox” and every slide that includes “Delete this slide.”

- **Submitting**

- All presentations are due to us and to your client by 11:59 p.m., Monday, February 21.
- Name your PowerPoint slide deck file as “team-[team-name]-alpha-presentation.pptx” replacing “[team-name]” with your team’s name (using all lower case and replacing all blanks with dashes) in your filename as in “team-auto-owners-alpha-presentation.pptx”.
- Upload your PowerPoint slide deck to the folder in your Microsoft Teams General Channel file space by 11:59 p.m., Monday, February 21. Do not upload your slide deck to your team’s private channel file space in case your slide deck is deleted by accident from the General Channel. You will need to prove that you did indeed upload your slide deck by the due date and time.
- Email a copy of your slide deck to your client as well by 11:59 p.m., Monday, February 21. Do not cc us on that email. Include some professional text in the body of your email to practice being a professional and to avoid having your email sent to your project sponsor’s junk folder.

Slide decks due  
Wednesday, February 23



MICHIGAN STATE  
UNIVERSITY

# Alpha Presentation

[Project Title 36pt]

The Capstone Experience

Team [Team Name 24pt]

[Team Member 1 16pt]

[Team Member 2 16pt]

[Team Member 3 16pt]

[Team Member 4 16pt]

[Team Member 5 16pt]

[Team Member 6 16pt]

Department of Computer Science and Engineering  
Michigan State University

Spring 2022



*From Students...  
...to Professionals*



# Project Overview

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- Point 1
- Point 2
- Point 3
- Etc...



# System Architecture

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Include your system architecture diagram from your Project Plan presentation.

Update or redo your system architecture diagram if you were asked you to do so in your Project Plan presentation feedback.

**Delete this textbox.**



# [Title of Screen Shot 1]

You must include at least four screenshots.

Include actual screen shots (i.e., not mockups), replacing [Title of Screen Shot] with an appropriate title.

You may duplicate the Screen Shot template slide as needed.

The screen shots should not contain any bordering transparent or whitespace. Use paint.net to crop them appropriately. ← **Read this carefully.**

If a slide contains more than one screen shot or additional artwork (like arrows), group all of the items into a single grouping so that it can be copied-and-pasted and resized as a single unit. ← **Read this carefully.**

**Delete this textbox.**



# [Title of Screen Shot 2]

You must include at least four screenshots.

Include actual screen shots (i.e., not mockups), replacing [Title of Screen Shot] with an appropriate title.

You may duplicate the Screen Shot template slide as needed.

The screen shots should not contain any bordering transparent or whitespace. Use paint.net to crop them appropriately. ← **Read this carefully.**

If a slide contains more than one screen shot or additional artwork (like arrows), group all of the items into a single grouping so that it can be copied-and-pasted and resized as a single unit. ← **Read this carefully.**

**Delete this textbox.**



# [Title of Screen Shot 3]

You must include at least four screenshots.

Include actual screen shots (i.e., not mockups), replacing [Title of Screen Shot] with an appropriate title.

You may duplicate the Screen Shot template slide as needed.

The screen shots should not contain any bordering transparent or whitespace. Use paint.net to crop them appropriately. ← **Read this carefully.**

If a slide contains more than one screen shot or additional artwork (like arrows), group all of the items into a single grouping so that it can be copied-and-pasted and resized as a single unit. ← **Read this carefully.**

**Delete this textbox.**



# [Title of Screen Shot 4]

You must include at least four screenshots.

Include actual screen shots (i.e., not mockups), replacing [Title of Screen Shot] with an appropriate title.

You may duplicate the Screen Shot template slide as needed.

The screen shots should not contain any bordering transparent or whitespace. Use paint.net to crop them appropriately. ← **Read this carefully.**

If a slide contains more than one screen shot or additional artwork (like arrows), group all of the items into a single grouping so that it can be copied-and-pasted and resized as a single unit. ← **Read this carefully.**

**Delete this textbox.**



# What's left to do?

- Task 1
- Task 2
- Task 3
- Task 4
- Etc

Don't panic.

We do not expect that your project is done or even nearly done.

Simply give a list of the major tasks that you need to accomplish to complete your project.

Only include things that are relevant to your software system.

Do NOT include things such as "Update the Project Plan" or "Create Project Video."

**Delete this textbox.**





# Questions?

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