

Syllabus
EE 3000 - Engineering Seminar
Fall 2014

Description: An engineering seminar course designed to prepare the student for professional engineering employment. Topics to include resumes, hiring criteria, interviewing techniques, engineering ethics, professional and societal responsibilities, lifelong learning, diversity, creative problem solving, goals, quality, timeliness, and continuous improvement. The students will research related topics and write a paper.

Instructor: Dr. Fon Brown, 626-7781 (Office), Room ET 236B

Office Hours: Office hours are posted at <http://faculty.weber.edu/fonbrown>

E-mail: fonbrown@weber.edu

Time and Location: 12:00N – 12:50pm Thursdays, Room ET 139.

Prerequisite: EE 1270.

Credits: 1.

Text: None.

Student Learning Outcomes: The students will demonstrate:

1. The ability to write an effective resume and cover page.
2. A knowledge of effective interviewing techniques.
3. An understanding of professional ethics and societal responsibilities.
4. An understanding of the need for lifelong learning and professional development.
5. An understanding of diversity as it relates to the engineering profession.
6. An understanding of creative problem solving.
7. An understanding of the importance of goals, quality, timeliness, and continuous improvement.

Course Assessment:

1. Student reviews (each semester the course is taught)
2. Faculty review (annually)
3. Advisory committee review (every two years)

Student Assessment:

1. Class Participation 15% (may become negative with 6 or more absences).
2. Attendance of Out-of-Class Technical Presentations 15%
3. Resume and Cover Letter 30%
4. Technical Paper 20%
5. In-Class Technical Presentation 20%

Grading: Letter grades (A-E) are assigned according to the tables below:

From	To	Grade
93%	100%	A
90%	93%	A-
87%	90%	B+
83%	87%	B
80%	83%	B-

From	To	Grade
77%	80%	C+
73%	77%	C
70%	73%	C-
60%	70%	D
0%	60%	E

Class Participation: Students are expected to attend and participate in all discussions and lectures. One absence will be excused if an e-mail stating the reason for the absence is sent to the instructor beforehand. All other absences result in a 3% penalty in your final grade. Inattentive or disruptive behavior will also result in a 3% penalty after one warning.

Resume and Cover Letter: Students are expected to identify a potential co-op, internship, or regular position and write a resume and cover letter customized for the position. Points will be awarded on style, clarity, and spelling and grammatical correctness.

Technical Paper Project: Students are expected to identify a technical paper of interest from a professional society periodical. Once approved by the instructor, students will write a one page summary report and present a 12 minute presentation on the article to the class.

Technical Presentations: Students will attend 3 technical presentations outside of class. Appropriate presentations include: IEEE Tech Talks, Preliminary Design Reviews, Final Design Reviews, AIAA Technical Talks, etc.

Make-up Days:

If the university closes or the instructor does not arrive, a make-up class day will be scheduled.

Services for Students with Disabilities: Any student requiring accommodations or services due to a disability must contact Services for Students with Disabilities (SSD) in Room 181 of the Student Services Center. SSD can also arrange to provide course materials (including the syllabus) in alternative formats if necessary.