Course Syllabus
EE 3195 Junior Professional Orientation
10:30 to 11:20 Friday, Business 331
Fall Semester 2014

Instructor: Miguel Vélez-Reyes, Ph.D., P.E.,
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Office: Engineering Annex Room A327
Office Hours: 10:00 – 12:00 MW

Required Course Text: There is no text for this course.

Course Description:
This course provides an introduction to the profession of electrical engineering with
emphasis on career placement, public service, graduate study, engineering ethics and
professional registration.

Presentations and External Activities

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<th>Date</th>
<th>Speaker</th>
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<tr>
<td>29-Aug</td>
<td>Betsabe Castro</td>
<td>Career Office: Resume and Cover Letter</td>
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<td>5-Sep</td>
<td>Betsabe Castro</td>
<td>Career Office: Interviews</td>
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<td>12-Sep</td>
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<td>Career Prep Sessions (External)</td>
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<td>18-Sep*</td>
<td>Career Services</td>
<td>Career Expo</td>
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<td>19-Sep</td>
<td>Dr. Jose L. Cruz-Campas</td>
<td>Working at Sandia</td>
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<td>26-Sep</td>
<td>Dr. Lourdes Echegoyen</td>
<td>UG Research</td>
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<td>30-Sep*</td>
<td>Career Office (External)</td>
<td>Graduate and Professional School Fair (External)</td>
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<tr>
<td>3-Oct</td>
<td>Dr. David Novick</td>
<td>Entrepreneurship &amp; Joint MS/MBA</td>
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<td>10-Oct</td>
<td>Dr. Rodrigo Romero</td>
<td>Professional Associations: IEEE</td>
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<td>17-Oct</td>
<td>Dr. Virgilio Gonzalez</td>
<td>Systems Eng</td>
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<td>24-Oct</td>
<td>Ms. Linda Romero</td>
<td>Graduate School</td>
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<td>31-Oct</td>
<td>Dr. Virgilio Gonzalez</td>
<td>Project Management</td>
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<td>7-Nov</td>
<td>Dr. Patricia Nava + Dr. Miguel Velez-Reyes</td>
<td>Computer Engineering + Systems, Communications and Signal Processing</td>
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<td>14-Nov</td>
<td>Dr. Raymond Rumpf + Dr. David Zubia</td>
<td>Fields and Devices</td>
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<td>21-Nov</td>
<td>Dr. Paras Mandal + Dr. Homer Naziran</td>
<td>Power + Biomedical Engineering</td>
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**Student Learning Outcomes:** By the end of the term, each student will have:

1. Become informed about the Career Services Office and the process associated with obtaining placement both as an intern and/or a career professional.
2. Prepared a resume suitable for use to secure future professional employment.
3. Learned techniques for face-to-face and telephone interviews.
4. Learned how to evaluate job offers.
5. Explored possible career paths, including large company, small company, government, and academia.
6. Gained knowledge related to graduate studies and continuing education.
7. Become aware of the process involved in becoming registered as a Professional Engineer.
8. Gained an appreciation of common issues in engineering ethics
9. Developed an awareness of personal finances and saving for the future.
10. Designed a plan to lead to professional career employment.

**Grading Policy:** Your final grade in the class will be based upon the following:

*Assignments:* You will be required to complete approximately 6-8 assignments during the semester. Assignments will be worth 40% of your grade.

*Attendance at Campus Events:* You are required to attend both the Career Fair (Sept. 18-19) and the Graduate and Professional School Fair (Sept 30). Each is worth 5% toward your grade in the course.

*Class Attendance:* Part of your grade is to attend and participate in all presentations given as part of the course during class time. Attendance will be worth 45% of your grade. You will lose 10 of the 45 points for each unexcused absence. **Students will be dropped from the course after 2 unexcused absences.**

A course average within each of the following ranges will guarantee you at least the corresponding letter grade: A: 90-100, B: 80-89, C: 70-79, D: 60-69, F: <60.

**Classroom Etiquette:** Part of being a professional is being on time and being prepared to do your job. This applies to your career as a student as much as it does to your future career as an engineer. Coming to class late is unprofessional and is disruptive to the class. You are expected to be in class and prepared to participate at the scheduled start time. Wireless devices (cell phones, PDA’s, MP3 players, Smart phones, etc.) are allowed in the classroom. It is recognized that devices of this sort provide emergency access for your family and loved ones. However, please use professional discretion with these devices. This includes shutting them off or setting them in the silent mode before coming to class. Do not use text messaging or web browser features while you are in class. If you must answer the phone, please do so after discretely leaving the room. You may return to class once your call is finished.

**Cheating/Plagiarism:** Cheating is unethical and not acceptable. Plagiarism is using information or original wording in a paper without giving credit to the source of that information or wording: it is also not acceptable. Do not submit work under your name
that you did not do yourself. You may not submit work for this class that you did for
another class. If you are found to be cheating or plagiarizing, you will be subject to
disciplinary action, per UTEP catalog policy.

**Disabled Student Services Office (DSSO):** Students with special needs that are registered
with DSSO are to contact the instructor in order to work out accommodations. DSSO may
be contacted at 747-5148.