EE 4181 - Co-Op Work Experience Fall 2020
Syllabus, Version 1 (6 page paper)

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OFFICE HRS.:   Send e-mail before to alert me and confirm I will be there on this course's
Blackboard Course Room:
Monday, Tuesday, Wednesday   12:30 – 12:50 PM ; Friday 10:00-11:00

Official Catalog Description

Work experience in business, industrial, governmental, professional, service, or other organizations to provide on-the-job training and professional preparation in the student's area of interest. A report covering the work experience must be submitted by the student to the departmental Co-op Coordinator at the end of each work period. Upon completion of his of her third work period and submission of a report summarizing the total work experience, a student can use three hours of Co-op Work Experience in his or her degree plan in place of a technical elective or elective in the major.

Major Restrictions: Restricted to majors of EE, EECE
Classification Restrictions: Restricted to class of JR, SR
Prerequisite: Selection by the Co-op Coordinator based on work experience record.
Corequisite: none

Suggested Registration Periods, Number of Experiences, etc.: A single report/paper covering one work experience is to be prepared and submitted by the student during the semester in which the student is registered for this course. Except for exceptional cases, the registration takes place after completion of the co-op work experience (internship) to be documented and agreed upon at the time of approval to register for the course.

Assignments and key dates (deadline is 10:00PM on that day) for Fall 2020:

- **September 28, 2020 (Monday) or earlier** –Proposal and Outline (two self-brainstorming exercises in one document) submitted via upload to Blackboard (PDF or MS-Word file). Name your file starting with your last name and including the abbreviation of proposal_and_outline. Here is an example file name: *Natalicio_EE4181PandO_Fa2020.pdf*.
  Proposal: For your employer give company name, dates, job title(s), etc. and give a paragraph summarizing the work experience and projects in which you participated. These will be described later in more detail in the paper. This should be a planning exercise for your paper following the paragraph you sent me earlier via e-mail.
  Outline: 1-2 page detailed Outline of the paper. Indicate what you plan to include by creating names for sections and sub-sections that will guide you in writing the paper.
- **October 26, 2020 (Monday) or earlier –** First Draft of your paper due, submitted via upload to Blackboard (PDF or MS-Word file). Name your file descriptively starting with your last name and including the words draft1_coop_paper. Also by this date, sign and

attach a copy of the disclaimer form stating your commitment to turn in original written materials, see file: *EE Co-op Paper Disclaimer.pdf*

- **November 1-15** instructor's quick review provided to student via Blackboard or direct e-mail using the form **Short RubricV8_EE418xFa2020** with a designation into one of these categories:
- **Good (G):** no need to revise the paper it is good as is, grade of A awarded
- **Needs improvement (NI):** grade of C or B awarded if not revised to conform with the format and contents requirements (see below). If improved, a grade B or A will be awarded.
- **Does not meet minimal standard (DN):** grade of F or D awarded if not improved significantly to conform with the minimal format and contents requirements described below. If improved, a grade of C or B will be awarded.

- **November 30 (Monday) Noon:** To review your own work and to prepare to make final improvements, do a self-assessment using the same Rubric form. Upload to Blackboard a copy of the filled out form.

- **December 13 (Sunday):** Final Revised version of the paper due (grades are due two days later). Upload it to Blackboard and send a copy also via e-mail to **sergioc@utep.edu**. Name your file descriptively starting with your last name and indicating it is the final version. Use the e-mail Subject: *EE4181 Final Revised Co-op Paper here*

CoOp Work Experience Paper Format and Contents Requirements

- Title page – paper title, date, name, course number, semester, instructor, etc.
- Abstract/Executive Summary – **give** a half-page summary of the contents of the report/paper.
- Table of Contents: include section and sub-section titles and page numbers
- Work Experience (at least **6 pages** of text plus as many figures as desired to make the paper stronger. Use 12 point font comparable in size to Times New Roman, 1.5 line spacing, or less, add references to documents and/or URLs on the Web.
  a. Company Description -- description of the company where the coop took place. Please give, in your own words, useful, relevant information about the company (location, type of industry, number of employees, products, some history, etc.).
  b. Employment period (in context) – give calendar dates, as well as where in your degree program you were when you participated in the work experience (e.g. having just completed EE 3376 and EE 3348, etc.).
  c. Description of tasks involved – give a detailed version of what you did in this coop experience. Be complete with your references to any tools or software packages you used. If you used software that is not used in the curriculum at UTEP, please describe it (e.g. integrated software development platform, etc.). You may use tables, figures, photos, or screenshots, as desired. If you cannot find enough material to write about, complement this section with **background material about the technologies and products your company produced.**
  d. Reflection – give a narrative that relates your coursework to your job and how it prepared you for your job tasks. Be sure to touch upon what benefits you've gained

from this experience, especially with regard to professional skills. If your coursework did not prepare you for your job tasks, indicate why.

     e. Conclusions

Additional Course Documents:
1. *EE Co-op Paper Disclaimer.pdf* (to be signed and returned)
2. Revised Rubric: **Short RubricV8_EE418xFa2020**

Academic Integrity (taken from
http://www.academics.utep.edu/Default.aspx?tabid=40827)

The University of Texas at El Paso prides itself on its standards of academic excellence. In all matters of intellectual pursuit, UTEP faculty and students must strive to achieve excellence based on the quality of work produced by the individual. In the classroom and in all other academic activities, students are expected to uphold the highest standards of academic integrity. Any form of scholastic dishonesty is an affront to the pursuit of knowledge and jeopardizes the quality of the degree awarded to all graduates of UTEP. It is imperative, therefore, that the members of this academic community understand the regulations pertaining to academic integrity and that all faculty insist on adherence to these standards.

Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, and any act designed to give unfair advantage to a student or the attempt to commit such acts. Proven violations of the detailed regulations, as printed in the *Handbook of Operating Procedures (HOP)* and available in the Office of the Dean of Students and the homepage of The Dean of Students at www.utep.edu/dos, may result in sanctions ranging from disciplinary probation, to failing a grade on the work in question, to a failing grade in the course, to suspension or dismissal, among others.