

EE 4181, 4182, and 4183 - Co-Op Work Experiences

Fall 2016 Syllabus, Version 1.0 Updated August 29, 2016

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OFFICE HRS.: Monday - Thursday 11:00 AM – 12:00 Noon
Friday (unless other meetings conflict) 11-12 noon (send e-mail or call before)

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 or 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 covering one (register for EE4181), two (register for EE4181 and EE4182) or three (register for EE4181 and EE4182 and EE4183) work experiences must be prepared and submitted by the student during the semester in which the student is registered for this course. It is recommended that registration take place after completion of all work experience(s) to be documented.

Assignments and key dates (deadline is 10:00PM that day) for Fall 2016:

- **September 19 (Monday) or earlier** –Proposal and Outline (two self brainstorming exercises) submitted by e-mail to sergioc@utep.edu. Name your file descriptively starting with your last name. Use the e-mail Subject: *EE418x Proposal and Outline here*
Proposal: For each different employer give company name, dates, job title(s), etc. and give a paragraph summarizing the work experience(s) to be described later in more detail in the paper.
Outline: 1-2 page detailed Outline of the paper. Indicate what you plan to include by creating sections and sub-sections that will guide you in writing the paper.
- **October 24 (Monday) or earlier** – First Draft of your paper due by 10:00 PM sent by e-mail to sergioc@utep.edu. Name your file descriptively starting with your last name. Use the e-mail Subject: *EE418x First Draft of Paper here*
- **October 24 – November 7** – instructor's reviews and evaluates paper with comments and suggestions which will be e-mailed to you. Use this feedback to produce the next and final draft.
- **November 21 (Monday)** – Second and final version of the paper due by midnight sent by e-mail to sergioc@utep.edu. Name your file descriptively starting with your last name. Use the e-mail Subject: *EE418x Final Draft of Paper here*

Grade Percentages:

- Proposal and Outline 15%
- 1st complete draft 30%
- 2nd complete draft (final paper) 30%
- Assessment of how well you addressed the reviewer comments and suggestions.... 25%

CoOp Work Experience Report/Paper Format Requirements

- Title page – paper title, date, name, course number, semester, instructor, etc.
- Abstract/Executive Summary – **give** a 1-page (maximum) summary of the contents of the report
- Table of Contents:
- First Work Experience (5 pages without figures or more with figures, 12 point font comparable in size to Times New Roman, 1.5 line spacing,)
 - a. Company Description -- description of the company where the coop took place. Please give a complete background of the company (location, type of industry, number of employees, 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.
 - 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.
- Second Work Experience (if applicable, 5 pages without figures or more with figures, 12 point font comparable in size to Times New Roman, 1.5 line spacing,)
 - a. Company Description (can be omitted if same as the first)
 - b. Employment period (in context)
 - c. Description of tasks involved
 - d. Reflection
- Third Work Experience (if applicable, 5 pages without figures or more with figures, 12 point font comparable in size to Times New Roman, 1.5 line spacing,)
 - a. Company Description (can be omitted if same as the second)
 - b. Employment period (in context)
 - c. Description of tasks involved
 - d. Reflection
- Conclusions

Additional Course Documents:

1. EE Co-op Paper Disclaimer.pdf (to be signed and returned)
2. Revised Rubric_EECoopV4.pdf (how I would look at the paper for evaluation)

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.