

EE 4181 - Co-Op Work Experience **Fall 2022**

Syllabus, Version 1, September 7, 2022

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OFFICE HRS.: Tuesday, Thursday for this and other courses **2:00 – 4:20 PM** in person
Office in Eng. A306 Friday: 11:00 AM – 12:00PM (send e-mail to confirm I have not conflicts)

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/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 2022:

- **September 21, 2022 (Wednesday) or earlier** – **Proposal and Outline in a single PDF or Word file** (two self-brainstorming exercises) submitted via upload to Blackboard or (if late with permission) send via e-mail with descriptive Subject (EE4181 Fall 2022 Proposal and Outline). Name your file starting with your last name and including the abbreviation of proposal_and_outline. Here is an example file name:

[NatalicioD_EE4181PandO_Fall2022.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. Please use sub-sections for improved modularity.

- **October 26, 2021 (Wednesday) or earlier** – **Complete First Draft** of your paper due in a single PDF or Word file, submitted via upload to Blackboard or (if late with permission) send via e-mail with descriptive Subject (EE4181 Fall 2022 First Complete Draft of the Paper). Name your file starting with your last name and including the words draft1_coop_paper. Here is an example file name:

[NatalicioD_EE4181Draft1_Fall2022.pdf](#).

- Also by this date, sign and upload a copy of the disclaimer form stating your commitment to always turn in original written materials, see file: [EE Co-op Paper Disclaimer_Blank.pdf](#). Rename the file to include your last name. Here is an example file name: [NatalicioD_EE4181Disclaimer_Fall2022.pdf](#).
- **October 26-November 11 or later - Instructor's Review** provided to student via Blackboard or direct e-mail using the form [Short RubricV11_EE4181](#) with comments, suggestions, etc. and 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 9 (Wednesday) or earlier: Self-Review** of your own work and to prepare to make final improvements, do a self-assessment using the same Rubric form [Short RubricV11_EE4181](#). Upload to Blackboard or (if late with permission) send via e-mail with descriptive Subject (EE4181 Fall 2022 Self Review of my First Draft of the Paper). Name your file starting with your last name and including the words SelfReview_coop_paper. Here is an example file name: [NatalicioD_EE4181SelfReview_Fall2022.pdf](#).
- **November 23 (Wednesday) or earlier or later if requested: Final Revised Draft** of the paper due if your initial Instructor Review is not "G". 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. Here is an example file name: [NatalicioD_EE4181FinalRevised_Fall2022.pdf](#). Always use a descriptive 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
- Main body of the paper: 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 produces.**
 - 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

Link to UTEP Academic Integrity and Scholastic Dishonesty: <https://www.utep.edu/student-affairs/osccr/student-conduct/academic-integrity.html>)