

## The University of Texas at El Paso

### **COURSE NUMBER AND TITLE: ECE 6195 – Doctoral Seminar**

#### **Course Description:**

Doctoral Seminar (1-0) Conferences and discussions of various topics in Electrical and Computer Engineering by faculty, and speakers from academics, industry or other institutions. Required once for all Doctoral students prior to graduation. Students are required to attend some University professionally related lectures, as specified by the instructor.

#### **Course Topics:**

Topics will be selected from the list below based on need and interest.

- CV preparation
- Learning about presentation styles and formats
- Job Search – Career Options and Path: Postdoctoral, Industrial or Academic
- Job Application and Preparation
- Job Application : Resume, Cover letter, Teaching statement, Research statement, Technical presentation
- Professional development activities – and their importance
- Research collaboration and research culture
- Technical Meetings: Attending conferences, Presenting at conferences, Organizing conferences or symposiums, Networking
- Dissertation proposal and defense – Link to career paths

#### **Learning Outcomes:**

Students completing EE 6195 will be able to:

- Gain confidence in exploring career options
- Enhance and prepare professional, technical, and career related important documents
- Develop a concrete plan towards successful completion of doctoral studies
- Understand the significance of continuous professional development

#### **Required Textbooks:**

TBA

#### **Evaluation:**

Participation 50% Written Assignments 25% Oral Presentations 25%

Total 100%

## Grading and Policies:

A: 90%-100% B: 80%-89.99% C: 70%-79.99% D: 60%-69.99% F: 0-59.99% Late course work will not be accepted. No make-up work will be given.

## Expectations of the Class

What should you expect from me as the Lead Faculty?

- I will provide you clear instructions on class expectations
- I will check my Email and Teams at least once a day and will get back to you within 24 hours.
- I will provide graded feedback on your performance within 14 days of the due date.
- I will keep you informed about your graded progress in the class at all times and will make time to discuss your needs.
- I will leave myself open to suggestions about improvement of the class and class related activities.
- I will do all I can to ensure your learning and success in this class.
- If any changes in the course are to be implemented, I will ensure that the class is notified via announcements in a timely manner.

What Faculty expect of their Students:

- At the beginning of each course, students should review the syllabus located in the “Week One - Getting Started” folder.
- All students are to review the rules of etiquette, netiquette and follow in their interaction with fellow students and faculty for any discussions in class or discussion boards on course topics.
- If the class modality changes to online under any circumstances (like Covid), students need to ensure their internet connection is reliable to timely attend lectures and check class modules.
- Students are expected to strictly follow the deadlines for quizzes, discussion boards and assignments. Please contact the instructor immediately in case of queries or concerns. If online office hours collide with your schedule, email the instructor to schedule alternate time to clarify your queries.

## COURSE POLICIES:

Academic Regulations:

Review in UT El Paso Student Handbook the following policies: *Religious Observance, Ethical and Responsible Use of Social Media, Policy on Academic Integrity, Progression Policy, and Statement on Disability.*

Attendance: Students are expected to attend the class and regularly check course shell on blackboard (at minimum) every week to keep up. Email messages are sent to your UTEP email address, so you will want to check your UTEP email everyday as well.

### **Communication:**

- Communication is the responsibility of both students and faculty. The faculty will keep students informed of progress in theory. Students with questions or concerns should first contact faculty member.
- Online Office Hours, UTEP Email, Teams messages are major mediums for interaction. Please feel free to contact the instructor to schedule meetings outside office hours if online office hours collide with your schedule.

### **Policy on Scholastic Dishonesty:**

- Students are expected to be above reproach in all scholastic activities. Students who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and dismissal from the College of Engineering and/or university. Scholastic dishonesty includes but is not limited to reproducing test or quiz materials from memory, copy/paste or Xerox, cheating, plagiarism, collusion, the submission for credit or 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. Regents' Rules and Regulations, Part One, Chapter VI, Section 3, Subsection 3.2, Subdivision 3.22.
- Since scholastic dishonesty harms the individual, all students, and the integrity of the College of Engineering and the university, policies on scholastic dishonesty will be strictly enforced. See detailed procedure in the Handbook of Operating Procedures (HOP) available in the Office of the Dean of Students.

### **Policy relating to Disability / Pregnancy/ CASS:**

- Instructor will provide support and help in better understanding the course content, inform the instructor PRIOR to the start of course or during first week of classes to request for additional needs and succeed in the class.
- Disability: In Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, if a student needs an accommodation then the Office of Disabled Student Services located at UTEP need to be contacted. If you have a condition, which may affect your ability to perform successfully in this course, you are encouraged to discuss this in confidence with the instructor and/or the director of the Disabled Student Services. Written guidelines r/t accommodations from CASS must be submitted to the course manager PRIOR to the start of the course. If you have a disability and need classroom accommodations, please contact CASS at 747-5148, or by email to [cass@utep.edu](mailto:cass@utep.edu), or visit their office located in UTEP Union East, Room 106. For additional information, please visit the CASS website at [www.sa.utep.edu/cass](http://www.sa.utep.edu/cass). *CASS' Staff are the only individuals who can validate and if need be, authorize accommodations for students with disabilities.*
- Pregnancy: It is the responsibility of the student to inform the instructor of pregnancy limitations. Written guidelines r/t accommodations from The Center for Accommodations and Support Services (CASS) must be submitted to the course manager PRIOR to the start of the course.

## Professional Behavior:

- Students are expected to behave professionally *at all times* with faculty, peers, preceptors, and clients and in any setting in which the student is a representative of UTEP. Bullying, verbal abuse, insubordination, or personal attacks will not be tolerated in any form. Any behavior deemed inappropriate by faculty and/or preceptors will result in faculty conference(s), and completion of a Student Opting for Success (SOS) plan that addresses the student's areas of needed improvement. Possible activities available to assist the student in attaining the SOS objectives include stress and/or anger management counseling sessions. Inappropriate behaviors may result in an administrative withdrawal from the course and/or dismissal from the program.

## Retention: Students Opting for Success (SOS):

- When a student is not progressing in the course as expected, or is not successful on an examination, they will be required to meet with the instructor to discuss strategies for success as outline on the SOS form. The SOS plan will identify recommendations for improving the student's success potential and will specify time lines for completion of these recommendations. The SOS form (with all recommendations completed and all signatures in place) must be submitted to the course manager by due date. *Students who are not successful in the course should be aware that non-compliance with SOS recommendations jeopardizes eligibility for the opportunity to repeat the course in the subsequent semester.* See respective Blackboard home page for SOS form.

## Netiquette

"Netiquette" stands for "Internet Etiquette", and refers to the set of practices developed over the years to make the Internet experience pleasant for everyone. Please review some of the Netiquette rules.

- At this point in the course, it is also important to share a word of caution, so we can become wiser about interpersonal distance learning communications. As you may know, when communicating electronically, many of the feelings or impressions that are transmitted via body language in face-to-face communications are lost. Consequently, interpreting emotions and innuendoes is far more difficult. Only what is written, or drawn, carries the message. Often excitement can easily be misinterpreted as anger or an insult. It is important that everyone keep this in mind when communicating electronically. Words in print may appear harmless; however, they can emotionally injure the person reading them. More information can be found at <http://www.albion.com/netiquette>.

## [Other BB Learn Student Resources](#)

### Technical Assistance

This class is hosted by UT El Paso. If you have computer, Blackboard problems, or any other kind of technical questions, please contact the UTEP Help Desk via email at [helpdesk@utep.edu](mailto:helpdesk@utep.edu) or by phone at (915) 747-5257. The HELP desk hours are: Mon-Fri 7:00am - 8:00pm (Mountain Time), Sat 9:00am - 1:00pm (Mountain Time), Sun CLOSED.

## Copyright Notice

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