

**MME 3195 & MME 4195  
Professional Orientation**

1. **Title of Course:** MME 3195 Junior Professional Orientation  
MME 4195 Senior Professional Orientation
2. **Instructor:** Dr. Stephen W. Stafford, P.E.  
**Office:** M-201G            747-6930  
**Office Hours:** MW 2:30-4:00pm or **by appointment**  
**E-mail:** [stafford@utep.edu](mailto:stafford@utep.edu)
3. **Catalog Description:** Introduction to the engineering profession with emphasis on job placement, professional ethics, and the engineering field exam. Required for all undergraduate students prior to graduation.
4. **Course Prerequisite:** Senior standing or approval of the instructor.
5. **Textbook:** *None*
6. **Course Objectives:** After completing this course, any student should be able to:
  - 1) Write an effective and professional business letter
  - 2) Write an effective cover letter and resume
  - 3) Understand how to acquire professional employment through Career Services, the Internet, networking and other resources
  - 4) Understand the requirements and opportunities in continuing and post-graduate education
  - 5) Understand the issues associated with transitioning from college to the professional world
  - 6) Understand the process and requirements of professional engineering licensing
  - 7) Understand some of the engineering ethics issues faced by professional engineers
  - 8) Be able to discuss openly ethical issues with other students or engineers
  - 9) Understand fundamental financial planning strategies
  - 10) Explore non-traditional employment opportunities in consulting engineering, law, dentistry, business, medicine and other career paths
  - 11) Perform a MME program critique based on your educational experiences at UTEP\*
7. **Topics covered:** Cover letters, resumes, and portfolios, career opportunities and how to obtain employment, graduate and continuing education, professional licensing, survival in the “real world,” engineering ethics case studies, program review and departmental critique.
8. **Class/Laboratory Schedule:** Class: one 50-minute session per week
9. **Contribution of course to meeting the professional component:** This course contributes to professional engineering development.
10. **Relationship to Program Objectives:** Course contains topics fundamental to the development of a professional engineer. Contributes to Program educational objectives 1-4.

\*Your critique of the Program will provide valuable feedback in the preparation for the next ABET reaccreditation cycle, which is scheduled for 2025.