

EE 3195 Junior Professional Orientation
9:30 to 10:20 Friday, BUSN-331
Spring Semester 2018

Instructor: Virgilio Gonzalez, Ph.D.
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Office Hours: 1:00 – 2:00 PM MW, or by appointment
Required Course Text: There is no text for this course.

Course Description:

This course provides an introduction to the profession of electrical engineering with emphasis on career placement, public service, graduate study, engineering ethics and professional registration.

Topics Covered (Tentative)

Date	Speaker	Topic
19-Jan	Dr. Virgilio Gonzalez	Planning for graduation and beyond.
26-Jan	Ms. April Delaney	Career Services Office: Resume / How to Navigate a Career Fair
02-Feb	External Activity (no class meeting)	Engineering & Science Career EXPO
09-Feb	Dr. Virgilio Gonzalez	Engineering Design process
16-Feb	Dr. Cabrera	DSP COMM
23-Feb	Dr. Virgilio Gonzalez	Project Management
02-Mar	Dr. Raymond Rumpf	Personal Branding
09-Mar	Mar 7 or 8, webinar (10:00 am or 2:00 pm Central time)	Webinar on Ethics
16-Mar	No class meeting	Spring Break
23-Mar	TBA	TBA
30-Mar	No class meeting	Cesar Chavez Day
06-Apr	Pending confirmation	Webinar on Professional Engineer licensure and FE test.
13-Apr	TBA	TBA
20-Apr	TBA	TBA
27-Apr	TBA	TBA

Student Learning Outcomes: By the end of the term, each student will have:

1. Become informed about the Career Services Office and the process associated with obtaining

- placement both as an intern and/or a career professional.
2. Prepared a resume suitable for use to secure future professional employment.
 3. Learned techniques for face-to-face and telephone interviews.
 4. Learned how to evaluate job offers.
 5. Explored possible career paths, including large company, small company, government, and academia.
 6. Gained knowledge related to graduate studies and continuing education.
 7. Become aware of the process involved in becoming registered as a Professional Engineer.
 8. Gained an appreciation of common issues in engineering ethics
 9. Become aware of available options in the ECE program.

Grading Policy: Your final grade in the class will be based upon the following:

Assignments: You will be required to complete approximately 5 assignments during the semester. Assignments will be worth 40% of your grade. Sample activities: Resume review, Path to graduation, graduate school application statement of interests, Importance of Life Long learning, and reflection on a technical topic in area of interest. Further instructions will be provided for each assignment.

Attendance to Out of Class Events:

- You are required to attend the Engineering & Science Career EXPO (Feb. 2, 9:00 am to 2:00 pm). You will need to ensure that at registration they take note that you are a student in EE 3195 JPO. Career Services will send an attendance list and that is the only acceptable evidence of your participation (10 % of your grade). If you cannot participate, contact Dr. Gonzalez for a makeup assignment. Prior approval required no to attend.
- You are required to participate in the March 7th or 8th webinar on Professional Engineering Ethics sponsored by the Texas Board of Professional Engineers, <http://www.tbpe.state.tx.us/webinars.html> . Notice that posted times are central time. El Paso is an hour earlier (mountain time). Notice that registration opens 30 days before the webinar. Spaces are limited (10% of your grade). You will need to turn in a copy of your registration and a 1 page summary of the webinars as the evidence of your participation. If you cannot participate, contact Dr. Gonzalez for a makeup assignment. Prior approval required no to attend. There is a possible webinar also on professional engineering and the FE exam, however dates have not been announced. This will be confirmed later.
- Optional alternative assignments (To make up for a missed required event):
 - IEEE external speakers invited by local section. Dates TBA.
 - ASEE Webinar Series, registration might be needed (<https://www.asee.org/conferences-and-events/webinar-series/>)
 - Application to SURPASS (Summer Undergraduate Research Program Assistantship) <http://couri.utep.edu/couriprograms/surpass>

Class Attendance: A significant part of your grade is to attend and participate in all seminars given as part of the course during class time. Attendance will be worth 40% of your grade. You will lose 10 of the 40 points for each unexcused absence. There is no penalty for excused absences. **Students will be dropped from the course after 3 absences regardless of whether they are excused or not.**

A course average within each of the following ranges will guarantee you *at least* the corresponding letter grade: A: 90-100, B: 80-89, C: 70-79, D: 60-69, F: <60.

Classroom Etiquette: Part of being a professional is being on time and being prepared to do your job. Coming to class late is unprofessional and is disruptive to the class. You are expected to be in class and prepared to participate at the scheduled start time. You are not allowed to enter the classroom after 9:35 am. Wireless devices (cell phones, PDA's, MP3 players, Smart phones, etc.) are allowed in the classroom. It is recognized that devices of this sort provide emergency access for your family and loved ones. However, please use professional discretion with these devices. This includes shutting them off or setting them in the silent mode before coming to class. Do not use text messaging or web browser features while you are in class. If you must answer the phone, please do so after discretely leaving the room. You may return to class once your call is finished. If you bring your laptop to the class, please do not do web browsing on it while the conference is taking place is disrespectful to the speaker and disruptive to the class.

Cheating/Plagiarism: Cheating is unethical and not acceptable. Plagiarism is using information or original wording in a paper without giving credit to the source of that information or wording: it is also not acceptable. Do not submit work under your name that you did not do yourself. You may not submit work for this class that you did for another class. If you are found to be cheating or plagiarizing, you will be subject to disciplinary action, per UTEP catalog policy.

Center for Accommodations and Support Services (CASS): If you have a disability and need classroom accommodations, please contact The Center for Accommodations and Support Services (CASS) at 747-5148, or by email to 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.