

**University of Texas at El Paso
Electrical and Computer Engineering
Junior Professional Orientation
Fall 2020 – EE3195-12464**

INSTRUCTOR:	Virgilio Gonzalez
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Lecture HOURS:	F 9:30AM – 10:20 AM, via Blackboard Collaborate. NOTE: It is possible
OFFICE HOURS:	M 1:00 – 2:00 PM, via MS Teams W 4:00 – 5:00 PM, via MS Teams
TEXT: (Also recommended references)	<ul style="list-style-type: none"> There is no Textbook for this class
Catalog 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.
Prerequisites/Co-requisites	Junior Standing for BSEE Majors.
Software	Web Access to Blackboard and virtual seminar attendance.

Course Outcomes

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. Be able to prepare a resume suitable for use to secure future professional employment and be aware of techniques for interviews.
3. Define possible career paths, and plan future courses toward the preferred option.
4. Gained knowledge related to graduate studies and continuing education.
5. Gained an appreciation of common issues in engineering ethics
6. Become aware of the process involved in becoming registered as a Professional Engineer.
7. Be aware other professional topics relevant to engineers and of available options in the ECE program.

Tentative Calendar

Session #	Week	Speaker	Topic (Virtual meeting via Blackboard Collaborate unless stated otherwise)	Assignments Due
1	08/28/20	Dr. Virgilio Gonzalez	Planning for graduation and beyond.	
2	09/04/20	Chandler Elliott	Texas Instrument	Draft CV

3	09/11/20	Career Center	Career Services Office: Resume / How to Navigate a Career Fair	Revised CV
4	09/18/20	External Activity (No class meeting, attend Virtual Career Fair)	Virtual Career Fair, Attend event out of class, Mandatory	Career Fair Attendance
5	09/25/20	Laura Padilla - General Motors	GM Presentation	
6	10/02/20	Dr Raymond Rumpf	Personal Branding	
7	10/09/20	Dr. Miguel Velez-Reyes	Graduate Programs	Future Education Survey
8	10/16/20	Dr. Ben Flores	LSAMP	
9	10/23/20	Dr Wei Qian and Dr Yuanrui Sang.	Research topics in Biomed and Power areas.	Degree Plan and Gantt chart
10	10/30/20	External Speaker (Possible at UTEP)	Possible at Campus in UGLC 106, Effective Professional Communications*	
11	11/06/20	Webinar on Ethics, online, http://www.tbpe.state.tx.us	Attend Ethics Webinar from TBPE, either Sep 9, Sep 10, Oct 8, or Nov 5. Quiz Assignment follows. This replaces lecture November 6.	Ethics Webinar Attendance proof
12	11/13/20	External Speaker (Possible at UTEP)	Possible at Campus in UGLC 106	Ethics Quiz
13	11/20/20	Dr Hector Erives	Research Topics	Professional Licensing Procedures
14	11/27/20	Mr Tu R. Key	No Classes, Thanksgiving	Future Career Plans
15	12/04/20	Professional Future and education reports	Remaining assignments on Professional plans, Education and other optional topics are due	
16	12/11/20			
17	TBD	Dr. Virgilio Gonzalez*	Engineering Design process*	
18	TBD	Dr. Virgilio Gonzalez*	Project Management/Degree Planning*	
		YELLOW – No Meeting	OTHER TASK	
		ORANGE – Possible UTEP meeting in UGLC 106	Possible external speaker, in campus activity	

General Policies

- Each session is a seminar presentation available through BlackBoard. They are several external speakers. There are also several activities you will need to conduct on your own, such as webinars.
- You are expected to dedicate enough time each week to review the assigned materials, answer quizzes, submit postings and assignments.

- Students are highly encouraged to participate in the allocated office hours to interact with the instructor. This will be done through Blackboard Collaborate in an open discussion room to clarify questions or have further explanations about the course subjects. Recordings will be made and be available for later review.
- Technology Requirements
 - Course content is delivered via the Internet through the **Blackboard** learning management system (LMS). Ensure your UTEP e-mail account is working and that you have access to the Web and a stable web browser. Mozilla Firefox and Google Chrome are the most supported browsers for Blackboard; other browsers may cause complications with the LMS. When having technical difficulties, update your browser, clear your cache, or try switching to another browser.
 - You will need to have or have access to a computer/laptop, scanner, a webcam, and a microphone. You will need to download or update the following software: Microsoft Office, PDF reader tool (Adobe or others), Media players (Flashplayer, Windows Media Player or QuickTime), and Java. Check that your computer hardware and software are up-to-date and able to access all parts of the course.
 - You will need to use LabView and Matlab to solve some assignments and Projects.
 - If you encounter technical difficulties beyond your scope of troubleshooting, please contact the Help Desk as they are trained specifically in assisting with technological needs of students.

GRADING

ITEM	Points / Total
Draft CV and Revised CV	50 ea / 100 total
Career Fair Attendance (Virtual Event)	100 total
Updated Degree Plan, Gantt Chart, Critical Path	100 total
Ethics Webinar (TBPE)	100 total
Ethics Quiz	100 total
Professional Engineer Licensure procedures	100 total
Future Education survey	100 total
Future Career Plans	100 total
Attendance	200 total
TOTAL	1000

Assignments and Attendance to Out of Class Events:

- Each element will accumulate points
- 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 20% of your grade. You will lose 10 of the 20 points for each unexcused absence. There is no penalty for excused absences. If you have conflicts participating during the assigned period, please contact the instructor to find alternative arrangements.
- Prepare a draft resume and submit to the instructor electronically by **September 4th** . Then contact career center and get a revised version. Submit the revised version by **September 11th** highlighting the changes (10%). There are two upload sections for the different revisions.

- You are required to attend the Virtual Career Fair on **September 18th** (<https://www.utep.edu/student-affairs/careers/events/career-fair-calendar.html>). You will need to ensure that you are registered and indicate 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 to not attend.
- You are required to participate in either **Sep 9th, Sep 10th, Oct 8th, or Nov 5th** 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 to not attend. **Evidence Due Nov 6th** (Blackboard)
- Ethics Cases of Study quiz online. Due by **Nov 13th** (10%)
- Optional: GRADUATE & PROFESSIONAL SCHOOLS FAIR, Hosted by Texas Graduate and Professional School Virtual Fair (TxGAP). Attend this virtual event to CHAT with graduate and professional schools about advanced degree options. A list of participating institutions is available once you register online here. The event is hosted by the Texas Association of Graduate Admissions Professionals (TXGAP) in partnership with the UTEP Career Center. Other similar events you are welcomed to attend: Tuesday, September 22 | 1:00 PM - 5:00 PM & Wednesday, November 4 | 1:00 AM - 4:00 PM (MST), register online at careereco.com in advance. Friday, October 16 (Main event). 9:00 AM - 1:00 PM Mountain Standard Time (MST). Students register here in ADVANCE: <https://www.careereco.com/Fair/EventDetails?fairId=eb726e59-94b3-475e-ad7b-ac0200dce5f5>
- Review the National Society of Professional Engineers site description about engineering licensing (<https://www.nspe.org/resources/licensure/what-pe>) and why it is important. Also the online videos and instructions to become a Professional Engineer in TBPE site links “Why get licensed” and “How to get licensed” (<https://www.nspe.org/resources/licensure/what-pe>) (https://engineers.texas.gov/lic_app.htm). A report will be due electronically by **Nov 20th** (10%).
- Degree evaluation using critical path and Gantt charts (Due **Oct 23rd**) (10%)
- Future professional plans and Future for continuing education survey (Due: **Check Calendar**) (10% each).
- Additional assignments to be announced.
- Optional alternative assignments (To make up for a missed required event):
 - UTEP Career center events <https://www.utep.edu/student-affairs/careers/events/career-fair-calendar.html> (except career fair).
 - IEEE external speakers invited by local section. Dates TBA.
 - Acceptance to an Undergraduate research program, Internships. Service Learning or other approved experiences (talk with instructor).
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- Letter scale will be **A:** 90%-100%; **B:** 80%-89.9%; **C:** 70%-79.9%; **D:** 60%-69.9%; **F:** below 60% of the reference grade.
- **Each report must have a typed cover page.**

- Reports will be turned in to the professor before each deadline through the assignment area in **Blackboard**.
- Some large attachments might require saving the document in a shared OneDrive folder and share the link with the instructor.
- Additional requirements may be stated in specific assignments.

GENERAL COURSE POLICIES

- Samples of student work will be collected for accreditation purposes. Please notify the professor, in writing, if there is any confidentiality restriction.
- **No late work** will be accepted and special accommodations require the letters with instructions from CASS.
- The Professor will be available only during the assigned office hours or by appointment.
- For email questions or concerns, please start the email subject line with “ **EE3195: ...** “ .
- Each piece of written work must include **EE3195, name, student ID** at the **upper right corner** of the first page; and the **name** in all remaining pages.
- All printed work must have good presentation. Final results must be emphasized (example red underline or highlighted box)
- Online work must have in the first text line the name of the student and the team number when applicable.
- Detailed instructions for the **assignments** will be **provided later** in separate handouts through **Blackboard**

Academic Honesty, Accommodations and NETiquette

- It is expected that the students will conduct with integrity in all course areas. Do not attempt to engage in a dishonest activity such as copying, plagiarism, falsifying information, etc. The professor will take measures to prevent such instances and will bring a case to the university authorities.
- Information about University wide policies could be found in the Dean of Students Web page at <http://studentaffairs.utep.edu/Default.aspx?alias=studentaffairs.utep.edu/dos>
- NETiquette
 - Always consider audience. Remember that members of the class and the instructor will be reading any postings.
 - Respect and courtesy must be provided to classmates and to instructor at all times. No harassment or inappropriate postings will be tolerated.
 - When reacting to someone else’s message, address the ideas, not the person. Post only what anyone would comfortably state in a F2F situation.
 - Blackboard is not a public internet venue; all postings to it should be considered private and confidential. Whatever is posted on in these online spaces is intended for classmates and professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space. If students wish to do so, they have the ethical obligation to first request the permission of the writer(s).
- The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in

compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the UTEP Center for Accommodations and Support Services.

STUDENT RESOURCES

UTEP provides a variety of student services and support:

- [UTEP Library](#): Access a wide range of resources including online, full-text access to thousands of journals and eBooks plus reference service and librarian assistance for enrolled students.
- [Help Desk](#): Students experiencing technological challenges (email, Blackboard, software, etc.) can submit a ticket to the UTEP Helpdesk for assistance. Contact the Helpdesk via phone, email, chat, website, or in person if on campus.
- [University Writing Center \(UWC\)](#): Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.
- [Math Tutoring Center \(MaRCS\)](#): Ask a tutor for help and explore other available math resources.
- [History Tutoring Center \(HTC\)](#): Receive assistance with writing history papers, get help from a tutor and explore other history resources.
- [Military Student Success Center](#): UTEP welcomes military-affiliated students to its degree programs, and the Military Student Success Center and its dedicated staff (many of whom are veterans and students themselves) are here to help personnel in any branch of service to reach their educational goals.
- [RefWorks](#): A bibliographic citation tool; check out the RefWorks tutorial and Fact Sheet and Quick-Start Guide.