

**University of Texas at El Paso  
Electrical and Computer Engineering  
Junior Professional Orientation  
Spring 2022 – EE3195-22093**

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Lecture HOURS:	F 9:30AM – 10:20 AM, COBA 301.
OFFICE HOURS:	M 3:00 – 4:00 PM, W 11:30 AM – 12:30 PM,
TEXT: (Also recommended references)	<ul style="list-style-type: none"> <li>• There is no Textbook for this class</li> </ul>
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.

**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	Assignments Due
1	01/21/22	Dr. Virgilio Gonzalez	Planning for graduation and beyond.	

2	01/28/22	Career Center	Career Services Office: Resume / How to Navigate a Career Fair	Draft CV
3	02/04/22	External Activity (No class meeting, attend Virtual Career Fair )	Virtual Career Fair, Attend event out of class, Mandatory	Career Fair Attendance
4	02/11/22	Dr Raymond Rumpf	Personal Branding	Final revised CV
5	02/18/22	Dr. Virgilio Gonzalez*	Engineering Design process*	
6	02/25/22	Dr. Miguel Velez-Reyes	Graduate Programs	Future Education Survey
7	03/04/22	Dr. Virgilio Gonzalez*	Project Management*	
8	03/11/22	Dr. Virgilio Gonzalez*	Degree Planning*	Degree Plan
9	03/18/22	SPRING BREAK		
10	03/25/22	TBD		Gantt chart
11	04/01/22	TBD		
12	04/08/22	TBD		Ethics task
13	04/15/22	<a href="https://pels.texas.gov/webinars.html">Webinar on Ethics, online, https://pels.texas.gov/webinars.html</a>	Attend Ethics Webinar from TBPE, either Feb 17, March 9-10, Apr 14. Quiz Assignment follows. This replaces lecture April 15.	Ethics Webinar Attendance proof
14	04/22/22			Professional Licensing Procedures
15	04/29/22	Professional Future and education reports	Remaining assignments on Professional plans, Education and other optional topics are due	Future Career Plans
16	05/06/22			
	TBD	Dr. Virgilio Gonzalez*	Engineering Design process*	
	TBD	Dr. Virgilio Gonzalez*	Project Management/Degree Planning*	
		YELLOW – No Meeting	OTHER TASK	

### General Policies

- Each session is a seminar presentation in the regular classroom. There will be 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 encouraged to use MS teams to interact in the allocated office hours to talk with the instructor. Face to face time is also available in the professor office. Please make an appointment reservation to guarantee availability.
- Technology Requirements

- Support 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. Google Chrome seems to be the best supported browser 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 might need to have access to a computer/laptop, scanner, a webcam, and a microphone. You will need to download or update the following software to review some of the online content: 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.
- 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.

### **COVID-19 PRECAUTION STATEMENT**

- Please stay home if you have been diagnosed with COVID-19 or are experiencing COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, so that we can work on appropriate accommodations. If you have tested positive for COVID-19, you are encouraged to report your results to covidaction@utep.edu, so that the Dean of Students Office can provide you with support and help with communication with your professors. The Student Health Center is equipped to provide COVID-19 testing.
- The Center for Disease Control and Prevention recommends that people in areas of substantial or high COVID-19 transmission wear face masks when indoors in groups of people. The best way that Miners can take care of Miners is to get the vaccine. If you still need the vaccine, it is widely available in the El Paso area, and will be available at no charge on campus during the first week of classes. For more information about the current rates, testing, and vaccinations, please visit [epstrong.org](http://epstrong.org).

### **GRADING\***

<b>ITEM</b>	<b>Points / Total</b>
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 (TBPELS)	100 total
Ethics Quiz	100 total
Professional Engineer Licensure procedures	100 total
Future Education survey	100 total
Future Career Plans	100 total
Participation / Attendance	200 total
NOTE assignments could be replaced by a different topic with the instructor approval	
<b>TOTAL</b>	<b>1000</b>

### Assignments and Attendance to Out of Class Events:

- Each element will accumulate points
- Class Attendance: Normally a significant part of your grade is to attend and participate in all seminars given as part of the course during class time, however in Fall 2021 we are still subject to changes due to the COVID situation. Therefore, “Attendance” will be graded by participation in online discussion forums and will be worth 20% of your grade. There is no penalty for absences, but you still need to participate in the online discussions based on the seminar sessions. 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 **assigned date**. Then contact career center and get a revised version. Submit the revised version before the **Career Expo**, highlighting the changes (10%). You can upload the scanned annotated version from career center and then the final clean version. Alternatively, you can upload the final clean version with “Highlighted” section that changed. There are upload sections for the different revisions.
- You are required to attend the Career Fair/Expo on **either, the virtual or face-to face version** ( <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 1-2, Oct 7, or Nov4** webinar on Professional Engineering Ethics sponsored by the Texas Board of Professional Engineers and Land Surveyors, <https://pels.texas.gov/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 Nov5th** (Blackboard)
- Ethics Cases of Study quiz online. Due by **Nov 12th** (10%)
- **Optional: GRADUATE AND PROFESSIONAL SCHOOLS FAIR**
  - Graduate, law, and medical professions programs from throughout the nation attend this event to recruit students to their academic and research programs. Students interested in pursuing advanced degrees are invited to attend.
  - Wednesday, October 6, 2021 (In-person) and Thursday, October 7, 2021 (Virtual)
  - 10:00 AM - 2:00 PM (MST)
  - More information at <https://www.utep.edu/student-affairs/careers/events/career-fair-calendar.html> .
- 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 TBPELS site links “Why get licensed” and “How to get licensed” (<https://www.nspe.org/resources/licensure/what-pe>) (<https://pels.texas.gov/lic.htm> , [https://pels.texas.gov/lic\\_basic.htm](https://pels.texas.gov/lic_basic.htm) ). A report will be due electronically by **Nov 19<sup>th</sup>** (10%).
- Degree evaluation using critical path and Gantt charts (Due **oct 15<sup>th</sup> and 29<sup>th</sup> respectively**) (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).
- 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

- For email questions or concerns, please start the email subject line with “ **EE3195: ...** ” .
- 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.
- 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.
- 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.