

University of Texas at El Paso
Electrical and Computer Engineering
Co-ops, Service Learning, Research and Practicum courses
EE/ECE - 3xxx / 4xxx, AY 23-24

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OFFICE HOURS:	by appointment
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Catalog Description:	Electrical and Computer Engineering Courses UTEP http://catalog.utep.edu/undergrad/course-descriptions/ee/

Course Outcomes

1. Apply engineering skills acquired through the program in real settings.
2. Engage in practical activities to develop professional skills.
3. Develop relationships with external organizations and potential employers.

Dear Students,

You are enrolled in an individual studies, practicum, co-op , research , or service learning course. (e.g. ECE4181, 4182, 4183, 3193, 3194, 4193, 4194, 4394, 4396, etc).

- These courses satisfy the Experiential learning section of the degree plan.
- Multiple instances might be combined to count toward the 3 credits of the Professional Option, or the Non-Concentration ECE elective. However, it will **NOT** count as a concentration course.
- The **report** for the corresponding courses **will be due one week before the semester ends**. Please send me an email with the report as an attachment. Please include in the subject line:

ECExxxx – Final Report – Your name

Where ECExxxx is the course that you are enrolled

You need to write a report based on your experience in the company, laboratory, or organization that you served.

Report structure:

- Brief introduction describing what organization you worked for and which was your job or function (about one or two paragraphs)
- Organization overview: Describe what is the organization or company sector, products, or the community mission. If it is a large company then describe the function of the Division, you worked for. For example, let's assume you worked for Procter and Gamble in the Gillette division. Then explain that division focus on manufacturing razors in the plant that you were assigned. (about a page). Do not include confidential information!
- What was your function? Describe what were your responsibilities and accomplishments during the experience. (one or two pages)
- How you applied, or what you learned about the following skills? (one or two pages) Be explicit for each one of them:
 1. an ability to identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics

2. an ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors
 3. an ability to communicate effectively with a range of audiences
 4. an ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts
 5. an ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives
 6. an ability to develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions
 7. an ability to acquire and apply new knowledge as needed, using appropriate learning strategies.
- What is the most important thing that you learned during the experience?
 - Explain how the experience affected your future professional plans.
 - (Optional) Recommendations for other students

For **ECE4396 Practicum** you need in addition:

- Expand the report describing the requirements, engineering process, and the results of a project assigned to you. Do not disclose proprietary information and obtain the supervisor approval.
- Need a letter from your supervisor with confirmation of the expected project or product that you will develop during the semester (Beginning of semester)
- At the end you also need another letter from the supervisor with confirmation of the accomplishments (at the end of the semester)

For **student in Research** you need in addition:

- Expand the report describing the requirements, engineering process, and the results of a project assigned to you
- Indicate any publication, presentation, poster or significant results of the research

I will send further instructions later about deadlines. Meanwhile let me know if you have any question.

GENERAL COURSE POLICIES

- Samples of student work will be collected for quality assurance purposes. Please notify the professor, in writing, if there is any confidentiality requirement.
- The Professor will be available only during the assigned office hours or by appointment.
- No late work will be accepted but special circumstances will be considered if reported on time and evidence for the justification is provided.
- Each piece of written work must have **name**, student **ID**, **Course number**, **Semester** on the cover of the first page; and the **name** in all remaining pages.
- All printed work must be stapled, with good presentation.

GRADING

ITEM	%
Document structure / Table Content / Index	20%
Writing and document quality	10%
Content according to requirements	70%

- 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.

Academic Honesty

- 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://sa.utep.edu/osccr/academic-integrity/>