**ECE 400: Spring 2017**

Course Policies

**Instructor Information:**

Brooke Parks

Email: [brookeparks@purdue.edu](mailto:brookeparks@purdue.edu)

Office: EE 250

Office Hours: MTWR 9:30-11:00am

**Purpose of the Course:**

* Discover new opportunities for your career trajectory
* Learn how to manage your professional life and finances
* Develop skills to help you succeed in your career
* Learn from the experiences of seasoned engineers
* Understand your responsibilities to the code of ethics as an engineer
* Hone writing skills that you’ll need on the job or in grad school

**Some Topics We’ll Cover:**

* Technical Writing/Presentations
* Working for a small company/start-up
* Graduate School – the whys and hows
* Professional Ethics
* Financial Planning
* Etiquette

**Learning Objectives:**

1. An ability to communicate ideas in a written form

2. An awareness of skills necessary to achieve success in the workplace

3. The ability to research and evaluate current events in an engineering context

4. An understanding of the role of ethical engineering in the work environment

**Major Writing Assignments:**

* *Assignment One:* Professional Statement (LOs: 1, 2): You will create a document highlighting your strengths as you enter the workforce (or graduate school) and discussing how you’re working to shore up your weaknesses.
* *Assignment Two:* Ethics (LOs: 1, 2, 3, 4): You will choose a case study and explain your ethical decision about the situation, employing both your personal ethics and the IEEE Code of Ethics as support.
* *Assignment Three:* Proposal (LOs: 1, 2, 3): You will select an issue you see in ECE and propose a reasonable solution to the problem. These documents will be seen by Dr. Balakrishnan, and should represent your very best work.

**Engineering Practice Assignments:** These are smaller, lower-stakes assignments designed to give you practice with writing and to get you thinking about your chosen profession. There will be one at the beginning of the semester and one at the end of the semester.

**Grading:**

* All assignments are due at class time on the day listed on the syllabus. You must turn in a PDF to the appropriate spot on Blackboard. Late assignments are accepted, but your grade will be penalized.
* Each major assignment is worth 100 points.
* Each Engineering Practice assignment is worth 50 points.
* For each assignment, you will have supplementary materials: assignment sheets, readings, etc. Please be sure to use these. They are designed to help you earn a good grade on the assignment.
* Each assignment also has a grading rubric. Be sure to consult this as you complete the assignment.
* You must score a 50% or above on the major assignments to demonstrate achievement of the LO. You must demonstrate achievement of all LOs to earn credit for the course.

**Semester Grades:**

* Writing score (out of 300) + Engineering Practice score (out of 100) + Attendance score (out of 100) = \_\_\_\_\_\_\_/500
* Your attendance score is the % of the 15 class you attend. For example, attending 14 classes will earn you 14/15 or 93/100 attendance points.

So, an average score of B- (80) on the writing assignments, an average of an A- (90) on the engineering practice assignments, and attending 13/15 classes will earn you 417 points and a B in the course.

An average score of C- (70) on the writing assignments, an average of a C- (70) on the engineering practice assignments, and attending 9/15 classes will earn you 350 points and a D+ in the course.

**What Else Can Affect Your Grade:**

* 1 or 2 minor extra credit opportunities (each will make up for part of an absence)
* Attending Monday Conversation Groups
  + You will earn 1 point back on a Writing Assignment for each time you attend.
  + There are 13 meetings, so you could potentially earn 13 points.
  + This could make a significant difference to this portion of your grade.
    - For instance, if you had been averaging 70% on the major assignments, 13 more points would bring your average to 74%.
  + This won’t bump a C to an A, but it can bump a C- to a C.

**Grading Summary: Attendance**

* Full Daily Credit:
  + Attend the full class
  + Listen attentively/quietly
  + Don’t have anything in front of you except a pen and paper for notes (no computer, phone, tablet, other homework, etc.)
* Partial Daily Credit:
  + Fail to do one of the things listed above.
* No Daily Credit:
  + Miss class or fail to do two or more of the things listed above.

**How Attendance is Taken:**

* Today a seating chart will be passed around. Write your name in the appropriate spot. Record your seat location for your future reference because this will be your seat for the rest of the semester.
* After today, you’ll need to sit in your assigned seat. I’ll take attendance using the chart, so if you sit in the wrong seat, you won’t get credit for being here.
* If you do not demonstrate professional behavior during the lecture, I will make a note on the chart, and your grade will be docked.

**Other Academic Policies:**

* Students caught engaging in an academically dishonest practice will receive an F for the course.
* University policy on academic dishonesty will be followed strictly.
* Plagiarism detection tools are used.
* Cite all sources of quoted or summarized information.

**Academic Integrity Policy:**

The ECE faculty expect every member of the Purdue community to practice honorable and ethical behavior both inside and outside the classroom. Any actions that might unfairly improve a student's score on homework or attendance will be considered cheating and will not be tolerated. Examples of cheating include (but are not limited to):

* Turning in work that is not your own
* Allowing a student to turn in work that you’ve done for him/her
* Not properly citing a source
* Filling out an attendance sheet for an absent student

At the instructor's discretion, cheating on an assignment or an attendance sheet will result in a reduced score, a zero score, or a failing grade for the course. All occurrences of academic dishonesty will be reported to the Assistant Dean of Students and copied to the ECE Associate Head for Education. If there is any question as to whether a given action might be construed as cheating, please see the instructor or the teaching assistant before you engage in any such action.

**Emergency Procedures for this Course:**

In the event of a major campus emergency, course requirements, deadlines, and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances beyond the instructor’s control. Here are ways to get information about changes in this course.

* Our course page on Blackboard
* Email: brookeparks@purdue.edu
* Office: EE 250

**Lecture Etiquette Reminders:**

* These experts are giving you their time and expertise. Please show respect for that.
* Turn off all electronic devices when entering the room.
* Do not talk to your classmates during the lecture.
* Pay attention to the speaker(s).
* If you come in late, find your seat as quickly and quietly as possible.
* If you do not follow etiquette guidelines in a class period, your attendance grade will be penalized.

**Here’s to a GREAT Semester:**

* I am really excited to be working with all of you this semester.
* This course offers you a chance to hone valuable career skills AND a chance to hear from experts in your field. Please take advantage of these opportunities.
* I am always happy to help you or answer questions. Please stop by my office hours!

**(tentative) Schedule of Speakers**

ECE 400: Spring 2017

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| --- | --- | --- | --- |
| Date | Speaker | Topic/Position | HW Due |
| 1.12 | Brooke Parks | Course Intro |  |
| 1.19 | Brooke Parks | Writing Instruction |  |
| 1.26 | Don Knebel | Partner, Barnes and Thornburg | Engineering Practice 1 Due |
| 2.2 | Dave Dayton | Retired CEO (Small Companies) | Professional Statement Due |
| 2.9 | Liz Klimes | Retired Lilly Executive |  |
| 2.16 | Merle Yoder | Financial Tracking LLC |  |
| 2.23 | Jim Bender | Ethics |  |
| 3.2 | Dr. Balakrishnan | Head of ECE | Ethics Due |
| 3.9 | Anthony Cawdron | Etiquette | (Optional) Extra Credit: Citation Exercise Due |
| 3.16 | No class! | Spring Break! |  |
| 3.23 | Brooke Parks | Writing Instruction |  |
| 3.30 | Panel | Early Career | Proposal Due |
| 4.6 | Cathie Kozik | Navigating your career path |  |
| 4.13 | James Parshall | iDirector, Digital Device Development at Eli Lilly |  |
| 4.20 | Lori Marquez | Marquez Environmental Services Inc | Engineering Practice 2 Due |
| 4.27 | Brooke Parks | Course Debrief |  |

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PUID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tell me something true about yourself that you bet no one else in the class can say about himself or herself.

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Tell me what you most hope to gain from this course.

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Tell me what your plans are after you graduate.

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Anything else you want me to know?

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I have read and understand the course policies. I know what’s expected of me in this course, ECE 400 (Spring 2017). I agree to abide by the presented policies.

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Signature Date