

FSE394 ASAP CLASS (2 Credits, Spring 2018)

Requirements:

Class Attendance:	<ul style="list-style-type: none">○ There will be 9 class sessions. You must attend each class!○ You MUST fill out the attendance sheet at the beginning of each class. Required by NSF.○ You must turn in a short survey at the end of class. Required for proof of attendance by NSF.
Missing a Class:	<ul style="list-style-type: none">○ If you are going to miss a class, please let Dr. Rodriguez and graders know in advance.○ If you miss a class, it must be made up. Speak to Dr. Rodriguez on how to make up the class.
Assignments:	<ul style="list-style-type: none">○ Each week will have an associated assignment and/or survey(s).○ <u>All completed assignments are to be uploaded to the Blackboard by 5PM of the stated due date.</u>○ Surveys will be disseminated via Blackboard links to Google Forms. You are required to use ASU email account to login and fill out Google Forms.○ Assignments and Survey email reminders will be sent via Blackboard.○ <u>10 hours of service to ASAP program during semester.</u>
Late Assignments:	<ul style="list-style-type: none">○ If an assignment is late, you will lose points for each day that it is late.○ If any assignment is late, you cannot get an A+!○ If too many assignments are late, your scholarship will not be renewed.

In General: PLEASE Follow the Syllabus.

- Please follow the syllabus closely for class topics and ASSIGNMENT/SURVEY DUE DATES!
- Do NOT ask Dr. Rodriguez when assignments are due. Consult the syllabus for this! Please use the forum, phone and email to communicate with one another. Please help one another.
- Please have at least 3 friends in class that you can turn to for “informal assistance”.
- Dr. Rodriguez should be asked about career planning, professional development, projects, career fair planning, academics and other important matters – personal or otherwise!
- When a pressing question arises, please send a clear email (following the email thread) to ALL program staff:

Pragyan Pradhan <papradha@asu.edu>; Nirangkush Das <ndas6@asu.edu>;
Kane Wiley <kowiley@asu.edu>; Ashley Goernitz <argoerni@asu.edu>;
Bhavica Soni <Bhavica.Soni@asu.edu>; Travis Smith <Travis.Neale.Smith@asu.edu>;

INSTRUCTOR:

GRADERS:

Armando Rodriguez <aar@asu.edu>;
Kevin Espinoza <Kevin.Espinoza@asu.edu>;
Nathanael Zuniga

LET'S HAVE A WONDERFUL 2018!

IMPORTANT DATES

- Wednesday 3-14 ASU FURI Due Date (12 NOON!!!)
- Thursday 3-29 ASU FURI Poster Due Date (12 NOON) – for Spring 2018 FURI students
- Friday 4-20 FURI Poster Symposium, Project Meeting #2
Please to attend to answer questions from visiting CC students
- Monday 5-14 (Noon): Proposal Due for Summer ASAP Project Scholarship
- Friday 6-1 (Noon): Applications for Fall 2018 ASAP Scholarship Due (subject to ASU????)

FSE394 ASAP CLASS SYLLABUS (Spring 2018)

1) MEETING 1 (1-11, 1-12): Overview, Course Expectations, Academic Success Tips: Guaranteed 4.0 Learning System

Topics to be Covered:

- **Main Goal: Improve what you did last semester.**
- **See Meeting #1 Presentation (Please Examine!)**
(It contains critical information.)
<http://aar.faculty.asu.edu/AAR-ASAP-WELCOME-2017.pdf>
 - Overview of Program
 - Research-Based Academic Success and Learning Tips
 - Importance of Critical Thinking
 - Academic Success Tips from text: Make It Stick
 - AAR Success Tips
 - Guaranteed 4.0 Learning System and Assignment

Assignment 1: **Start Date: 1-11** **Due: 1-26**

- **Prepare 1 Page Resume**
- **Prepare 1 Page Cover Letter**
- **Register for Handshake (Career Service)**
- **Create LinkedIn Profile (connect with Dr. Rodriguez and one another)**
- **Please Go Over Course Syllabus**
- **Please Go Over Website. Learn where Key Reference Materials are located!**
- **Turn in ASAP Agreement Form** **(turn this in 1-29)**

Surveys: **Start Date: 1-27** **Due: 1-29**

- Beginning of Semester Survey: Career Interest, Critical Questions, Service to Program
- Academic Success Survey: General/Transfer Success Tips, Guaranteed 4.0, Exam Taking, Learning, Critical Thinking

NOTE: **ABOVE DATA IS NEEDED FOR NSF REPORT!**
CANNOT BE LATE!

2) MEETING 2 (1-18, 1-19): Ongoing Technological Revolution, Participating - Projects for Everyone!

Topics to be Covered:

- *Overview of Ongoing Technological Revolution – COOL AREAS....
(see presentations and associated videos)*

http://aar.faculty.asu.edu/AAR_ONGOING_TECH_REV_4_9_16.pptx

Assignment 2: *Start Date: 1-25* *Due: 2-1*

- *Guaranteed 4.0 Learning System Assignment (class schedule, weekly time management schedule, time estimate chart, professor office hour)*
- *Provide List of 3 Mentors*

3) MEETING 3 (1-25, 1-26): Preparing for that ASU Fulton Career Fair

Topics to be Covered:

- *Career Fair Seminar – Joyce Donahue (Fulton Career Center)*

See presentation by Joyce Donahue on our website

http://aar.faculty.asu.edu/lapdp_prep_career_fair/Career-Fair-prep.pptx

Assignment 3: *Start Date: 2-1* *Due: 2-8*

- *Write a Preliminary Career Fair Plea (3 min, 1 page) – Your Company-Specific Infomercial*
- *Prepare to present your plea in class next week!*

Surveys: *Start Date: 2-1* *Due: 2-8*

- *Career Fair Plea, Resume, Cover Letter and Company Desired Attributes/Skills Survey*

4) MEETING 4 (2-8, 2-9): ASU Fulton Career Fair Preparation - Finding an Internship/Job: Career Fair Plea and Bare-Fisted Discussion/Feedback

Topics to be Covered:

- *Career Fair Plea Group Discussion, Torture & “Bare-Fisted” Sparring*
- *Present your preliminary Career Fair Plea (Company Specific Infomercial)*

To help you prepare (“train”) for Wednesday 2-21 Career Fair – MU (Huge Affair - over 100 companies)

Assignment 4: *Start Date: 2-8* *Due: 2-15*

- *Finalize Written Career Fair Plea (3 min, 1 page)*
- *Practice for Career Fair*
- *Submit a List of 3 References for your Job Applications*

Surveys: *Start Date: 2-8* *Due: 2-15*

- Ongoing Technological Revolution/Technical/Project Area Interest Survey
- Career Shaping Interest Paper: Project Planning and Execution/Technical Paper/FURI Survey – (PRE)
- Student Seeking Mentor Survey

5) MEETING 5 (2-15, 2-16): Transfer Success Tips, The All Mighty and Powerful Interest Paper: Project Planning & Project Execution, FURI

Topics to be Covered:

- *Overview of Transfer Success Tips Presentation*
http://aar.faculty.asu.edu/lapdp_role_community_colg/METSTEP-Success.pdf
- *Interest Paper-Plan/Project Report – Technical Exploration & Project*
http://aar.faculty.asu.edu/lapdp_choosing_technical_area/AAR-INTEREST-PAPER.pdf

Assignment 5: *Start Date: 2-15* *Due: 2-22*

- *Comprehensive Career Plan (5 pages minimum)*
- *Go over Transfer Success Tips Presentation (see above)*
- *Go over Interest Paper-Plan/Project Report Outline (see above)*
- *Prepare to discuss your project topics at next session*

Surveys: *Start Date: 2-15* *Due: 2-22*

- Comprehensive Career Plan Survey

6) MEETING 6 (2-22, 2-23): FURI, Problem Formulation, Finding a Mentor

Topics to be Covered:

- *Formulating a good project problem*
- *Primer on Finding a Mentor*

http://aar.faculty.asu.edu/lapdp_exciting_eng/AAR_Finding_a_Mentor.pdf

- *Mentor-Mentee Relation (Topics for Discussion!)*

http://aar.faculty.asu.edu/lapdp_exciting_eng/MENTOR-MENTEE-RELATIONSHIP-AND-MEETING-TOPICS.pdf

- *Class Project Discussions - What did you work on, why, why is it cool, what have others done, what specifically did you do, discuss the science and math you used, what was the goal, what will you do in the near future, will this project turn into something big for you...etc.*

Assignment 6: *Start Date: 2-22* *Due: 3-7*

- *FURI Proposal Materials for Class Grading*
- *Prepare Questions for visiting Financial Planning Consultant*

Surveys: *Start Date: 2-22* *Due: 3-7*

- ASAP Website Content, Forum and Improvement Survey

IMPORTANT DATE: Wednesday 3-14 ASU FURI Proposal & Materials
Due Date (12 NOON!!!)

7) MEETING 7 (3-15, 3-16): The Importance of Graduate School - Graduate Panel!

Topics to be Covered:

- *Importance of Graduate School! Why is it so much “funner” than undergrad!*

http://aar.faculty.asu.edu/lapdp_graduate_school/AAR-WHY-GRADUATE-SCHOOL.pdf

- Cooler Problems, Job Flex and Security, More Money, etc.

Assignment 7: *Start Date: 3-15* *Due: 3-22*

- **Write a Statement of Purpose (1 page) – Focus on Graduate School**

Surveys: *Start Date: 3-15* *Due: 3-22*

- Post-Graduation Survey/Graduate School Survey

8) MEETING 8 (3-22, 3-23): Financial Planning

Topics to be Covered:

- *Financial Planning Seminar by John Huber (Financial Consultant)*
- *Answers to your Financial Planning Questions*

Assignment 8: *Start Date: 3-22* *Due: 4-5*

- *Interest Paper: Project Planning & Execution / Technical Paper (10 pages)*
- *Provide a List of References (20 minimum) and URLs (20 minimum), for Creating/Updating Your Webpage for Your Project Area of Interest*

Surveys: *Start Date: 3-22* *Due: 4-5*

- Career Steering/Shaping Interest Paper: Project Planning and Execution/Technical Paper/FURI Survey (POST)

9) MEETING 9 (3-29, 3-30): Semester Wrap Up - Final Project Discussions, Plans for Next Semester and Party!

Topics to be Covered:

- *Final Project Discussions - What did you work on, why, why is it cool, what have others done, what specifically did you do, discuss the science and math you used, what was the goal, what will you do in the near future, will this project turn into something big for you...etc.*
- *What do you plan to add?*
 - More what: literature survey, math, science, skills, programming, simulations, trade studies, prototype, software, simulation, modeling, parameter trade study, etc.
- *Summer Plan*
- *Next Semester Plans*
- *Party! (Working Meeting)*

Assignment 9: *Start Date: 3-29* *Due: 4-26*

- *Update Electronic Engineering Portfolio in a Single PDF*
 - Portfolio = Resume, Cover letter, Career Plan, Interest Papers-Plans-Project Summaries, Senior Design Project Report, etc...will work towards portfolio

Surveys: *Start Date: 3-29* *Due: 4-26*

- Mentee Survey – Feedback on Mentors from Mentees
- Mentor Survey – Feedback on Mentees from Mentors (we will send it to your Mentor)
- End of Semester Career Interest, Plan and Critical Questions Survey

FSE394 ASAP CLASS ASSIGNMENT DETAILS

Assignment 1: **Start Date: 1-11** **Due: 1-26**

- *Prepare 1 Page Resume*
- *Prepare 1 Page Cover Letter*
- *Register for Handshake (Career Service)*
- *Create LinkedIn Profile (connect with Dr. Rodriguez and one another)*
- *Please Go Over Course Syllabus*
- *Please Go Over Website. Know where Key Reference are.*
- *Turn in ASAP Agreement Form* *(turn this in 1-29)*

Surveys: **Start Date: 1-25** **Due: 1-29**

- Beginning of Semester Survey: Career Interest, Critical Questions, Service to Program
- Academic Success Survey: General/Transfer Success Tips, Guaranteed 4.0, Exam Taking, Learning, Critical Thinking

References:

- *ASAP Website:* <http://aar.faculty.asu.edu/lapdp.html>
- *Resume Checklist*
http://aar.faculty.asu.edu/lapdp_prep_career_fair/RESUME-CHECKLIST.pdf
- *Resume Samples*
http://aar.faculty.asu.edu/lapdp_prep_career_fair/Sample-Resume.pdf
- *Cover Letter Tips and Samples*
http://aar.faculty.asu.edu/lapdp_prep_career_fair/Sample-Cover-Letter-Cover-Letter-Tips-and-Resume-Tips.pdf
- *Think about Career Planning*
http://aar.faculty.asu.edu/lapdp_exciting_eng/COMPREHENSIVE-CAREER-PLAN.pdf
- *Career Planning:* <https://youtu.be/4KdYz6qhn68>
- *AAR Career Fair Formula:* <https://youtu.be/Z8wYuR5kENY>
- *Examine items on this page – Desired Attributes:*
http://aar.faculty.asu.edu/lapdp_attributes.html
- *Examine items on this page – What Employers Want:*
http://aar.faculty.asu.edu/lapdp_attributes/What-Employers-Want.pdf
- *Read The 10 Keys to Success at Job and Career Fairs*
<https://www.livecareer.com/quintessential/job-career-fairs>
- *Register for Handshake*
<https://eoss.asu.edu/cs/handshake>
- *Create LinkedIn Profile*
<https://www.linkedin.com/>

Assignment 2:**Start Date: 1-25****Due: 2-1**

- **Guaranteed 4.0 Learning System**
 - official class schedule;
 - full weekly time management schedule including BPR (bullet point reading), BPN (bullet point notes), BPC (bullet point concepts), POH (professor office hours), and HW (homework) times for each class
 - Complete a Time Estimate Chart that matches your time management schedule by category; e.g. Sleep, Eat, Class, Study, Social, Work, Persona Hygiene, etc.; Note: An illustrative example is on the back side of the first page of our (27 page) 4.0 Handout that will be disseminated in class.
 - POH
 - Please answer the seven (7) questions shown on p. 92 of our (27 page) 4.0 Handout. This will help you check if you are “On Plan.” Please answer more than just yes or no. Please give an explanation if the answer is not “yes.” 2) Write a short summary of the meeting, listing 5 new things that you learned.
- **Provide List of 3 Mentors**

References:

- **Guaranteed 4.0 Sample Solutions**
http://aar.faculty.asu.edu/lapdp_learning_strategy/GUARANTEED-4.0-ASSIGNMENT-TIME-MANAGEMENT-TIME-ESTIMATE-POH-TEMPLATE-AND-SAMPLE-SOLUTIONS.pdf
- **Critical Thinking and Learning Tips**
 - Critical Thinking Text Summary
http://aar.faculty.asu.edu/lapdp_learning_strategy/CRITICAL-THINKING-TEXT-SUMMARY.pdf
 - Make It Stick Summary
http://aar.faculty.asu.edu/lapdp_learning_strategy/MAKE-IT-STICK-SUMMARY.pdf
 - Carefully read over Transfer Success Tips
http://aar.faculty.asu.edu/lapdp_role_community_colg/METSTEP-Success.pdf
 - Research Based Learning Tips: <https://youtu.be/UCIOWltKKGI>
 - AAR Tips Part 1: https://youtu.be/nlUJ7YY_B_0
 - AAR Tips Part 2: <https://youtu.be/Sy-jcrpvfUE>
 - Guaranteed 4.0 Learning System: <https://youtu.be/Cawv54cIV1U>
 - Transfer Success Tips : <https://youtu.be/0hQMBdLVzBw>
 - AAR 30++ ASAP Tips - A First Draft (will be updated)
http://aar.faculty.asu.edu/lapdp_aar_asap/AAR-ASAP-Tips.pdf
- **Hand out on Donna O. Johnson's Guaranteed 4.0 Learning System**
- **Finding a Mentor**
http://aar.faculty.asu.edu/lapdp_exciting_eng/AAR_Finding_a_Mentor.pdf
- **A Primer on Finding a Mentor:** <https://youtu.be/RHqFMdlw2Rc>
- **Mentor-Mentee Relation**
http://aar.faculty.asu.edu/lapdp_exciting_eng/MENTOR-MENTEE-RELATIONSHIP-AND-MEETING-TOPICS.pdf

Assignment 3: *Start Date: 2-1* *Due: 2-8*

- *Write a Preliminary Career Fair Plea (3 min, 1 page) – Your Company-Specific Infomercial*
- *Prepare to present your plea in class next week!*

Surveys: *Start Date: 2-1* *Due: 2-8*

- Career Fair Plea, Resume, Cover Letter and Company Desired Attributes/Skills Survey

References:

- *Preparing a Career Fair Plea*
http://aar.faculty.asu.edu/lapdp_prep_career_fair/FINAL-CAREER-FAIR-PLEA.pdf
- *Think about Career Planning*
http://aar.faculty.asu.edu/lapdp_exciting_eng/COMPREHENSIVE-CAREER-PLAN.pdf
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- *Read The 10 Keys to Success at Job and Career Fairs*
<https://www.livecareer.com/quintessential/job-career-fairs>
- *Career Planning:* <https://youtu.be/4KdYz6qhn68>
- *AAR Career Fair Formula:* <https://youtu.be/Z8wYuR5kENY>

Assignment 4: **Start Date: 2-8** **Due: 2-15**

- *Finalize Written a Career Fair Plea (3 min, 1 page)*
- *Practice for Career Fair*
- *Submit a List of 3 References for your Job Applications*

Surveys: **Start Date: 2-8** **Due: 2-15**

- Ongoing Technological Revolution/Technical/Project Area Interest Survey
- Career Shaping Interest Paper: Project Planning and Execution/Technical Paper/FURI Survey – (PRE)
- Student Seeking Mentor Survey

References:

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- *Read The 10 Keys to Success at Job and Career Fairs*
<https://www.livecareer.com/quintessential/job-career-fairs>
- *Career Planning:* <https://youtu.be/4KdYz6qhn68>
- *AAR Career Fair Formula:* <https://youtu.be/Z8wYuR5kENY>
- *Reference Sheet Example:*
https://eoss.asu.edu/sites/default/files/Career_Guide_References.pdf

Assignment 5: **Start Date: 2-15** **Due: 2-22**

- *Comprehensive Career Plan (5 pages minimum)*
- *Go over Transfer Success Tips Presentation (see below)*
- *Go over Interest Paper-Plan/Project Report Outline (see below)*
- *Prepare to discuss your project topics at next session*

Surveys: **Start Date: 2-15** **Due: 2-22**

- Comprehensive Career Plan Survey

References:

- *Think about Career Planning*
http://aar.faculty.asu.edu/lapdp_exciting_eng/COMPREHENSIVE-CAREER-PLAN.pdf
- *Examine items on this page – Desired Attributes:*
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- *Read The 10 Keys to Success at Job and Career Fairs*
<https://www.livecareer.com/quintessential/job-career-fairs>
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- *Interest Paper-Plan/Project Report – Technical Exploration & Project*
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Assignment 6: **Start Date: 2-22** **Due: 3-7**

- *FURI Proposal Materials for Class Grading*
- *Prepare Questions for visiting Financial Planning Consultant*

IMPORTANT DATE: Wednesday 3-14 ASU FURI Proposal & Materials
Due Date (12 NOON!!!)

Surveys: **Start Date: 2-22** **Due: 3-7**

- ASAP Website Content, Forum and Improvement Survey

References:

- *ASU FURI Portal:*
<https://furi.engineering.asu.edu>
- *FURI Sample Materials:*
http://aar.faculty.asu.edu/lapdp_furi.html
- *Overview of Ongoing Technological Revolution – COOL AREAS....*
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- *See Primer on Writing a Proposal*
http://aar.faculty.asu.edu/lapdp_choosing_technical_area/AAR-RESEARCH-PROPOSAL-GUIDELINES.pdf
- *See Primer on Writing a Technical Paper*
http://aar.faculty.asu.edu/lapdp_choosing_technical_area/AAR-Writing-a-Technical-Paper.pdf
- *Think About Choosing Technical Area*
http://aar.faculty.asu.edu/lapdp_choosing_technical_area/AAR-INTEREST-PAPER.pdf
- *All Mighty and Powerful Interest Paper, Plan and Project Summary:*
<https://youtu.be/MrRrn0Mw9FI>

Assignment 7: *Start Date: 3-15* *Due: 3-22*

- **Write a Statement of Purpose (1 page) – Focus on Graduate School**

Surveys: *Start Date: 3-15* *Due: 3-22*

- Post-Graduation Survey/Graduate School Survey

References:

- *Writing a Statement of Purpose*
http://aar.faculty.asu.edu/lapdp_graduate_school/AAR-WRITING-A-STATEMENT-OF-PURPOSE.pdf
- *See Sample Statement of Purpose*
http://aar.faculty.asu.edu/lapdp_furi/Sample-Statement-of-Purpose.pdf
- *What is 4 + 1 program?*
<https://students.asu.edu/graduate/acceleratedprograms>
- *Why Graduate School? Why it is so much “funner” than undergrad!*
http://aar.faculty.asu.edu/lapdp_graduate_school/AAR-WHY-GRADUATE-SCHOOL.pdf
- *Why Graduate School?* <https://youtu.be/wrr9JjV9pwo>

Assignment 8:**Start Date: 3-22****Due: 4-5**

- **Interest Paper: Project Planning & Execution / Technical Paper (10 pages)**
 - **Begin with Interest Selection and Plan/Proposal (Semester #1)** - you put this on your resume! If you change your interest during subsequent semester, you can do another interest paper (different topic) but moving on to a substantive technical report is better for your resume! I want you to be able to say something cool at the career fair! Interest paper-plan concept is supposed to get you going!
 - **Evolve to Project Execution and Project Summary/Status Report - a Technical Paper (Semester #2 or later)** - you put this on your resume! NOTE: We want you to do several of these over the next few semesters...so you have something really substantive to put on your resume and to say at the career fair.
- **Provide a List of References (20 minimum) and URLs (20 minimum), for Creating/Updating Your Webpage for Your Project Area of Interest**

Surveys:**Start Date: 3-22****Due: 4-5**

- Career Steering/Shaping Interest Paper: Project Planning and Execution/Technical Paper/FURI Survey (POST)

References:

- **Overview of Ongoing Technological Revolution – COOL AREAS....**
http://aar.faculty.asu.edu/AAR_ONGOING_TECH_REV_4_9_16.pptx
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- **All Mighty and Powerful Interest Paper, Plan and Project Summary:**
<https://youtu.be/MrRn0Mw9FI>

Assignment 9:**Start Date: 3-29****Due: 4-26**

- **Update Electronic Engineering Portfolio in a Single PDF**
 - Portfolio = Resume, Cover letter, Career Plan, Interest Papers-Plans-Project Summaries, Senior Design Project Report, etc...will work towards portfolio

Surveys:**Start Date: 3-29****Due: 4-26**

- Mentor Survey – Feedback on Mentors from Mentees
- Mentor Survey – Feedback on Mentees from Mentors (we will send it to your Mentor)

- End of Semester Career Interest, Plan and Critical Questions Survey