**Syllabus for Engineering Cooperative Education Seminar 288/298**

**Majors:***BACS, BE, CSE, CEE, ChE, ECE, IE and ME*

## Seminar Semester: *Spring 2025*

**Day and Time:** *Thursdays 1:00 - 2:15pm*

**Location:** *103 Ernst Hall (unless otherwise indicated on syllabus)*

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| **Co-op Schedules:** | Start Summer 2025 | **Start Fall 2025** |
| Co-op 1: | **Summer Co-op:**  May 5 - August 15, 2025  15 weeks | Fall Co-op: August 18 – December 12, 2025 17 weeks |
| Co-op 2: | **Spring Co-op Dates:**  January 5 – May 1, 2026  18 weeks | **Summer Co-op:**  May 4 - August 14, 2026  15 weeks |
| Co-op 3: | Fall Co-op: August 17 – December 11, 2026  17 weeks | **Spring Co-op Dates:**  January 5 – May 1, 2027  18 weeks |
| **Note:** Dates are subject to change based on UofL’s academic schedule. | | |

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| **Instructors** | |
| **Kelly Holt, Director**  106-F Duthie Center  (502) 852-3196  e-mail: [kelly.atwoodholt@louisville.edu](mailto:kelly.atwoodholt@louisville.edu) | **Tom Brammer**  Co-op Advisor: CEE & IE  106-M Duthie Center  (502) 852-9109  e-mail: [tom.brammer@louisville.edu](mailto:tom.brammer@louisville.edu) |
| **Alex Williams**  Internship Advisor: BACS  106-E Duthie Center  (502) 852-0394  e-mail: [alexander.williams.3@louisville.edu](mailto:alexander.williams.3@louisville.edu) | **Angela Coyle**  Co-op Advisor: BE, ChE & ECE  106-H Duthie Center  (502) 852-0348  e-mail: [angela.coyle@louisville.edu](mailto:angela.coyle@louisville.edu) |
| **Shaun McDonough**  Co-op Advisor: CSE  106-J Duthie Center  (502) 852-0395  e-mail: [shaun.mcdonough@louisville.edu](mailto:shaun.mcdonough@louisville.edu) | **Brittney Forrest**  Co-op Advisor: ME  106-I Duthie Center  (502) 852-0395  e-mail: [brittney.forrest@louisville.edu](mailto:brittney.forrest@louisville.edu) |
| **Amy Harrison**  Recruitment Coordinator  106-B Duthie Center  (502) 852-5162  e-mail: [amy.harrison@louisville.edu](mailto:amy.harrison@louisville.edu) | ***For appointments, please use Cardinal Careers:*** *Visit* [*https://cardinalcareers-csm.symplicity.com/*](https://cardinalcareers-csm.symplicity.com/)*, click Counseling, then click Request New Appointment.* |

**Course Eligibility:**

This is a one-hour required career development course that takes place before the first co-op or internship work term. Students must have departmental approval (through academic advising procedures) prior to registering for the Cooperative Education Seminar. Students who are not eligible for a co-op or internship will need to drop the course.

**Course Objectives:**

As a result of this course, the student will be able to:

* Demonstrate knowledge of experiential education principles, including the rules, regulations, and procedures of the Cooperative Education and Career Development Office.
* Create a professional resume that effectively showcases relevant skills and experiences.
* Apply effective job search techniques, including cover letter writing and interviewing, to secure internship or job opportunities.
* Engage in the job search process by sending out targeted resumes, crafting follow-up communications, and tracking application outcomes.
* Identify and practice professional behaviors and self-marketing strategies that contribute to workplace success.
* Exhibit a thorough understanding of professional and ethical considerations in the workplace, and effectively evaluate workplace scenarios and decisions for their professional and ethical implications.
* Recognize the importance of and be proficient in using tools for continuous learning, in order to stay relevant in an evolving workplace.

**Course Requirements**

This is a hybrid course. We will meet in person (Ernst 103) for most class sessions. Some weeks we will meet through BlackBoard Collaborate during the normal class timeframe, as designated below in the Week and Topic section.

***Attendance and Participation***

* **Attendance is mandatory**: Pertinent information is presented and discussed in each session. We will take attendance each week in class, but this may not be reflected accurately on BlackBoard. Notify your Advisor if you must miss class due to illness or emergency, or have questions about any attendance issues.
* **Unexcused absences**:
  + Two unexcused absences = a warning.
  + The third unexcused absence = a failing (“F”) grade in the class, requiring you to retake the course. You will have an opportunity to make up the class; please discuss this with your Advisor.
* **Arrive and leave on time**: Punctuality is expected for every class. Attendance and participation are expected throughout the class session. Refrain from sidebar conversations during class lectures. If there is an emergency or problem, please step outside to call or text.

***Classroom Etiquette***

* **Electronic devices**: Only use computers and mobile devices during class when prompted and put cellphones on silent mode.

***Communication***

* **Check your email and voicemail often**: 2-3 times daily for communication from the Co-op Office and employers.
* **Log in to Blackboard and Cardinal Careers**: 2-3 times weekly for pertinent course information, scheduling, and Co-op/Internship resources and services

# Assignments:

* **Speed Skills Academy:** Complete 10 hours of upskilling and upload evidence to Blackboard
* **Resume:** Complete a career & resume review session with your advisor, upload your resume to Cardinal Careers, and have it become approved.
* **Practice Interview**: Schedule and complete a practice review session with an employer (see class announcements for dates and process).
* Complete a Personality Assessment.

# Technology Expectations

Weekly modules for the on-line sessions will be tracked and are required for a passing grade for the 288 class. Communication with students will be via email, BB announcements and in person during the In-Class sessions. Continuing and regular use of UofL e-mail is expected.

**\*\*NOTE: Blackboard is down every Friday from 10:00 pm – 2:00 am Eastern Time for maintenance.**

You must be able to use Internet search tools, access BB, download and print documents and upload assignments in Cardinal Careers. A fast Internet connection is important when developing a course on Blackboard. If you do not have a fast connection, good options are to go to a public library’s computer lab (often they have free wireless broadband for your laptop) or come to campus and use computers in your department, the library or one of the IT computer labs.

# Technology Help

This course does not incorporate all technologies presented. Some were omitted to simplify our time together. For Blackboard, compliments of The [Delphi Center](http://louisville.edu/delphi/blackboard/help), a basic knowledge is required

If you feel you need assistance in any way, please ask for help. The Delphi Center staff can provide assistance for any related issue you are having. They are available Monday - Friday, 8:00 am - 5:00 pm and can be reached at 502.852.8833. Alternatively, contact the UofL Help Desk at 502.852.7997 for questions regarding UofL’s other online technologies.

University ResourcesThe University of Louisville offers services and resources to allow for everyone to take full advantage of the University’s educational, social, and cultural opportunities. A full description of and contact information for these resources can be found behind the *University Resources* button located on the left-hand navigation panel in each Blackboard course. Those resources include:

* Career Development Center
* Digital Media Suite (DMS)
* Disability Resource Center (DRC)
* Library Services
* The Critical Thinking Concepts and Tools booklet
* PLAN website –Resources for Graduate Students
* Resources for Academic Achievement (REACH)
* UofL Counseling Center
* UofL Help Desk
* UofL Psychological Services Center (PSC)
* Virtual Writing Center (VWC)

**Title IX/Clery Act Notification**

Sexual misconduct (including sexual harassment, sexual assault, and any other nonconsensual behavior of a sexual nature) and sex discrimination violate University policies. Students experiencing such behavior may obtain **confidential** support from the PEACC Program (852-2663), Counseling Center (852-6585), and Campus Health Services (852-6479). To report sexual misconduct or sex discrimination, contact the Dean of Students (852-5787) or University of Louisville Police (852-6111).

**Disclosure to University faculty or instructors** of sexual misconduct, domestic violence, dating violence, or sex discrimination occurring on campus, in a University-sponsored program, or involving a campus visitor or University student or employee (whether current or former) is **not confidential** under Title IX. Faculty and instructors must forward such reports, including names and circumstances, to the University’s Title IX officer.

For more information, see <http://louisville.edu/hr/employeerelations/sexual-misconduct-brochure>.

See also: **Sexual Harassment in the Internship Setting: Rights and Resources**: <https://louisville.edu/titleix/resources/titleix/SexHar%20Intern.pdf>

**Course Outline:**

*Please note that this syllabus covers all sections of the class – 7 separate majors. You will need to pay close attention to your major and where you need to be for each class.*

| **Week** | **Topic** | **Date** |
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| 1. | **Co-op Overview – 103 Ernst**  1. Introduction to Seminar  2. Co-op Rules & Regulations and Background Checks  3. Co-op eligibility –Advanced Standing/Waivers  4. What employers are looking for in a co-op employee  5. Cardinal Careers  6. The Process | Thursday  1/9/2025 |
| 2. | **Resumes, cover letters and thank you letters - 103 Ernst**  Make sure to post approved WORD DOCUMENT resume in Cardinal Careers use naming convention.  Cardinal Careers – applying for jobs and signing up for practice interviews.  ***Resumes will be reviewed January 20-24.*** | Thursday  1/16/2025 |
| 3. | **Interviewing – 103 Ernst**  ***By January 26****: Resumes must be completed and approved, and students must have signed up for a practice interview.* | Thursday  1/23/2025 |
| 4. | **Student Panel – 103 Ernst**  ***Practice interviews will be held January 27 – February 7*** | Thursday  1/30/2025 |
| 5. | **Career Fair Preparation Lecture 1 of 2 – 103 Ernst**  Social Media, LinkedIn and Personal Branding  ***Practice interviews will be held January 27 – February 7*** | Thursday  2/6/2025 |
| 6. | **Career Fair Preparation Lecture 2 of 2 – 103 Ernst**  Interviewing protocol, follow up, accepting offers, Career fair logistics. | Thursday  2/13/2025 |
| 7. | **Career Fair: CSE, BACS, ECE, CIS - 2/18/25**  **Career Fair: All Speed School Majors - 2/19/25**  *Where*: **University Club**  **Infrastructure Employers Panel – 103 Ernst**  Learn about careers in this stable and growing field.  *Mid-term grades will be assigned in late February* | Thursday  2/20/2025 |
| 8. | **Employer Expectations Panel – 103 Ernst**  Interviewing & workplace expectations | Thursday  2/27/2025 |
| 9. | **Navigating Corporate Culture – On-line Module**  **Breakout sessions by Co-op Advisor - Collaborate**   * CEE & IE (Tom) * BE, ChE & ECE (Angela) * ME (Brittney) * CSE (Shaun) * BACS (Alex) | Thursday  3/6/2024 |
| 10. | ***Spring Break – No Class*** | Thursday  3/13/2025 |
| 11. | ***Title IX & Co-op Scenarios – Ernst 103*** | Thursday  3/20/2025 |
| 12. | **Engineering Career Projections Panel - Collaborate**  Representatives from Law (patent law), MBA, Eng. Management, Military (Navy & Marine programs for engineers), PE licensure, PhDs. | Thursday  3/27/2025 |
| 13. | **Culture, Ethics, and Risks – On-line module (Except for ME which is in-person)** | Thursday  4/3/2025 |
| 14. | **Co-op Report- Ernst 103**   * Experiential Learning Screen in Cardinal Careers   + - Basic Information     - Learning Objectives * Grading requirements * Co-op report requirements * Co-op report format * Performance Appraisal * Helpful hints   **Last Class**  *Grades will be assigned the week before finals* | Thursday  4/10/2025 |
|  | **Updates to Co-op Advisor**   * Interviews * Job offers * Job acceptance | Ongoing |