

EGR 290 - Engineering Career Training Preparation

Spring Semester, 2012

11:00 – 11:50 Tuesday KEC 127 (section 2)

2:00 – 2:50 Tuesday KEC 127 (section 1)

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Th 9:30-11:30

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Office Hours: MWF 1:15 – 1:45
T 2:00 – 3:15
Th 1:30 – 3:15

Required Text: Martin Afromowitz, *Professional Issues: a Guide for Undergraduate Engineering Students*, 2010. ISBN: 9781456452452

Prerequisites: (1) cumulative GPA of at least 2.5, (2) completed both ME 250 and MAT 272 with a grade of 2 or better, and (3) completed (with a grade of 2 or better) or currently enrolled in ME 264 and ME 320.

COURSE DESCRIPTION: This is a one-credit-hour seminar intended to prepare students for their first co-op work assignment. Throughout the semester, two or three industrial field trips are made to meet with York College co-op students who give tours and presentations of their engineering experiences. Senior engineering students who have finished their three co-op terms are invited to present and discuss their experiences in a formal panel presentation. Guest speakers from industry, including an engineering co-op mentor and human resource manager, are invited to discuss topics related to the real world of engineering work. Exercises may include role playing and situation ethics.

COURSE OBJECTIVES: First and foremost, students in this course should obtain a realistic understanding of what will be expected of them as engineering co-op students in industry. In addition, this course has been designed to provide you with guidelines for developing a personal career plan and the necessary perspective and sensitivity that is essential to obtaining the maximum benefit from professional practice assignments. The following is a list of course objectives:

- To acquaint you with the York College Engineering Co-op Program
- To acquaint you with the basic characteristics and concepts of career planning
- To present you with generalized insights into the realities of the professional community
- To increase your individual effectiveness in career development
- To develop in you, the necessary skills for effective participation in the employment process

GRADING: This course is Pass/Fail. You will need to complete and pass all course requirements in order to pass the course.

PARTICIPATION AND ATTENDANCE: Attendance is required and is a large part of the course grade. Students are allowed one unexcused absence for the semester. In general, any more than this will result in a course grade of F. To be considered present for class, students must arrive prior to the start of class and turn in their status check sheet. Students arriving after role has been taken will be considered absent. Active participation in in-class activities is also required.

OFFICE HOURS: Assistance is available from the instructor during posted office hours, or by appointment. If the posted hours are in conflict with your schedule, feel free to schedule an appointment to accommodate you

COMMUNICATION STANDARDS: York College recognizes the importance of effective communication in all disciplines and careers. Therefore, students are expected to competently analyze, synthesize, organize, and articulate course material in papers, examinations and presentations. In addition, students should know and use communication skills current to their field of study, recognize the need for revision as part of their writing process, and employ standard conventions of English usage in both writing and speaking. Students may be asked to further revise assignments that do not demonstrate effective use of these communication skills.

PROFESSIONALISM: One of the stated goals of York College is to train students on professionalism including the standards and expected behavior of one's chosen profession. With this in mind, the course instructors expect the following from every student, consistent with the conduct of an individual practicing in a professional field such as engineering, teaching, and computer science:

- Respect for and courteous interaction with peers, faculty and facilities;
- Integrity, which includes at its core honesty, responsibility and accountability for one's own actions;
- Sensitivity and appreciation for diverse cultures, backgrounds, and life experiences which promote engineering excellence;
- Constructive evaluation, which means that criticism is offered and accepted in a productive manner;
- Self-reflection and identification of one's own strengths and weaknesses;
- Responsibility for one's own education and learning;
- An attitude that fosters professional behavior in colleagues and peers;
- Punctuality at meetings and class sessions;
- Attentive behavior during class sessions, avoiding personal or social use of cell phones, laptops, or other electronic devices;
- Acknowledgement of the Kinsley Engineering Center as a professional workplace, and treatment of this facility as a business or office space, not as an informal space.

The faculty reserve the right to enforce this code through the York College Code of Student Conduct, including but not limited to removal of offending students from meetings, classes or (in extreme circumstances), from the program.

ACADEMIC INTEGRITY: York College's mission statement stipulates that strict adherence to principles of academic honesty is expected of all students. Therefore, academic dishonesty will not be tolerated at York College. Academic dishonesty refers to actions such as, but not limited to, cheating, plagiarism, fabricating research, falsifying academic documents, etc., and includes all situations where students make use of the work of others and claim such work as their own.

When a faculty member believes a student has committed an act of academic dishonesty, the faculty member must inform the student in writing and then has ten business days from that written notification to the student to report the incident to the Dean of Academic Affairs and the Department Chair. Documentation related to instances of academic dishonesty will be kept on file in the student's permanent record. If the academic dishonesty is the student's first offense, the faculty member will have the discretion to decide on a suitable sanction up to a grade of 0 for the course. Students are not permitted to withdraw from a course in which they have been accused of academic dishonesty.

Students who believe they have been unjustly charged or sanctioned (in cases involving a first offense) must discuss the situation with the faculty member and have 10 business days thereafter to submit an appeal to Student Welfare Committee through the Dean of Academic Affairs. If an appeal is filed, the Student Welfare Committee will then conduct a hearing to review the charge and/or sanction. In cases of a first offense, the faculty member may request that the Student Welfare Committee conduct a hearing and decide on the sanction, which can involve academic suspension or dismissal from the College, if the faculty member believes the offense to be of an extremely egregious nature.

If the Dean of Academic Affairs determines that the academic dishonesty is the student's second offense, the Dean will provide written notification to the student, the faculty member, and the Department Chair. The Student Welfare Committee will automatically conduct a hearing to review the charge and decide on an appropriate sanction, which will involve academic suspension or dismissal from the College. Students who believe the Student Welfare Committee has unjustly sanctioned them may submit a written appeal to the Dean of Academic Affairs within 72 hours of receiving notification of the Student Welfare Committee's sanction.

DISCLAIMER: This syllabus and the course schedule are subject to change/revision by the instructor.