ENES 116: FLEXUS Seminar II and ENES 114: Virtus Seminar II
Spring 2013
Wednesdays, 4:00 – 5:15 pm
1110 Kim Eng Bldg. (Unless otherwise noted)

Instructor Information
INSTRUCTORS: Veronica Perrigan   Dr. Paige Smith
OFFICE: 1131 Martin Hall   1131 Glenn L. Martin Hall
OFFICE HOURS: By Appointment   By Appointment
OFFICE PHONE: 301.405.3864   301.405.3931
EMAIL: vperriga@umd.edu   pesmith@umd.edu

Virtus GA: Matthew Wooten, mwootten@umd.edu
Flexus GA: Candice Staples, cstaples@umd.edu

Course Description
This course is designed to assist you in becoming a successful student in engineering. You will be provided with information that will assist your success both personally, academically and professionally. This course will focus on:
1. Enhancing professional and personal development
2. Developing self-confidence and self-efficacy in academic and technical ability
3. Identifying and employing strategies and skills for academic and professional success
4. Developing career commitment through networking, mentoring, and role models

Course Objectives
1. Students will expand upon their decision to major in engineering at UMD by exploring career possibilities, personal preferences, and academic expectations.
2. Students will improve skills essential to the study of engineering through training in group processes, interpersonal communication, and UMD technology competency.
3. Students will increase their awareness of campus resources and support services, including
   • Academic support services
   • Engineering Co-op & Career Services
   • Personal and social support services
   • Students will synthesize new knowledge and skills through individual reflection and group activities.

Course Policies
Participation
Active participation is highly valued. Students should let the instructors know beforehand if they expect to miss class. If a class is missed, students should meet with instructors to discuss any missed material.

Missed/Late Assignments
Students are expected to turn in all assignments, journals, papers and projects at the beginning of the class on the date due or it will be considered late. If you plan to miss a class, it is your responsibility to turn in the assignment before the class in person (i.e., during office hours). There will be a 10% point deduction from the assignment for each day it is late.

Academic Integrity
The University of Maryland has a nationally recognized Honor Code, administered by the Student Honor Council. This code sets standards for academic integrity for all undergraduate and graduate students, and
you are responsible for upholding these standards in this course. It is very important for you to be aware of the consequences for cheating, fabrication, facilitation, and plagiarism. For more information visit: http://www.shc.umd.edu.

Students who engage in academic dishonesty in this course will receive no points for the assignment, and will be reported to the Honor Council and Office of Judicial Programs for further action. *There will be no warnings. Remember, it is never worth it!*

**Religious Observances**  
Absence due to religious observance will not be penalized. However, it is the student’s responsibility to notify the instructors within the first three weeks of class regarding any absence(s) for the entire semester.

**Persons With Disabilities**  
Students with a documented disability should inform the instructors as soon as possible if academic accommodations are needed. Accommodations for individuals with disabilities can be arranged through the Disability Support Service (DSS), a division of the University Counseling Center. Please call 301.314.7682, e-mail dissup@umd.edu, or visit the Shoemaker Building for more information.

**Multicultural Statement**  
The instructors of this course are committed to creating an open and accepting environment in which diversity, opinions, unique perspectives, and others’ worldviews are respected.

**Cell Phones**  
The use of cell phones or other mobile communication devices is disruptive, and is strictly prohibited during class. Those using such devices will be asked to leave the classroom for the remainder of the class session and it will count against your class participation.

**Special Accommodations**  
Any student with special needs or circumstances (work conflicts with outside activities, personal issues, etc.) should feel free to meet with the course instructors during office hours to discuss accommodations and/or special circumstances.
Evaluation Process

<table>
<thead>
<tr>
<th>Coursework</th>
<th>Total Possible</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resume Assignment</td>
<td>125 points</td>
<td>2/20</td>
</tr>
<tr>
<td>Elevator Speech Presentation</td>
<td>50 points</td>
<td>2/27</td>
</tr>
<tr>
<td>Career Fair Business Cards</td>
<td>5 @ 20 points</td>
<td>3/6</td>
</tr>
<tr>
<td>Engineering Faculty/Alum Interview</td>
<td>150 points</td>
<td>4/10</td>
</tr>
<tr>
<td>Service Outreach</td>
<td>100 points</td>
<td>5/1</td>
</tr>
<tr>
<td>(EC of 25 points)*</td>
<td></td>
<td></td>
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<tr>
<td>Recruitment Event</td>
<td>100 points</td>
<td>5/1</td>
</tr>
<tr>
<td>Networking Reception Attendance</td>
<td>50 point</td>
<td>4/3</td>
</tr>
<tr>
<td>Company Research Presentation</td>
<td>150 points</td>
<td>4/17, 4/24, or 5/1</td>
</tr>
<tr>
<td>Journal Entries</td>
<td>3 @ 25 points</td>
<td>1/30, 3/6, 5/1</td>
</tr>
<tr>
<td>Participation/Professionalism</td>
<td>100 points</td>
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<tr>
<td>(EC of 5 points)**</td>
<td></td>
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<tr>
<td><strong>TOTAL POINTS POSSIBLE</strong></td>
<td>1000 points</td>
<td></td>
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</tbody>
</table>

*EC of up to 25 points will be awarded to those who participate in service for more than 4 hours.
**EC points will be awarded if you dress up for the Career Fair Prep Class.

Grading Scale
In order to succeed in this class, all assignments must be completed. The following grading scale will be used:

- 900 – >1000 A
- 800 – 899 B
- 700 – 799 C
- 600 – 699 D
- <599 F

Evaluation Criteria
Resume Critique
Having an updated resume on-hand will grow increasingly important as you continue at the University of Maryland. After attending the resume writing class, you will create your own up-to-date resume and have it critiqued by the Engineering Co-op and Career Services staff located in 1131 Martin Hall. Walk-in hours are from 8:30am-4:30pm. A staff member will review, edit, and initial your resume. You should take their revisions to improve your resume. You should turn in both your critiqued, staff-initialialed resume and your final corrected version.

Elevator Speech Presentation
It is important to have an “elevator speech” prepared for visiting the career fair. The career fair workshop will go into more detail about the extended version of an elevator speech. You will begin to prepare your speech in class and practice with fellow community members. The next class you will memorize and present your elevator speech to the class, and hand in a typed version.

Career Fair
Visiting a career fair is an important experience even if you are not looking for an internship/co-op/job quite yet. It takes time to gain experience and skill in how to “sell yourself” in such a short amount of time.
You are required to attend the Spring Career Fair on February 26 - 28, 2013 held in the Stamp Student Union from 12pm-5pm (you only need to attend for as long as you see fit). You should dress professionally while attending the career fair. At the fair, you should obtain 5 business cards of companies you may be interested in working for. These cards are beneficial when applying for internships/co-ops/jobs.

Faculty/Alum Interview
You will interview any engineering faculty member or an engineering alumnus. You may choose an interviewee or you may ask us for suggestions (please do not interview a family member!). Before the interview, you should generate a list of questions you would like to ask your interviewee for approval. After the interview, you will turn in your typed list of questions and the responses you received. You will also turn in a 2-page reaction paper discussing what you learned, what was surprising to you, what was the most interesting part of the interview, what was the best advice you received, and what you may do the same or differently from your interviewee in your future.

Service Outreach
Service outreach is part of the “beyond the classroom” experience necessary to develop well-rounded engineering students. Mentoring and role modeling experiences have been shown to enhance self confidence and self efficacy with respect to engineering. You are required to attend one service outreach activity at any time throughout the semester. Three opportunities through WIE are:

1. WIE DREAM Conference – Saturday, February 23, 2013, 7:30 am – 5:00 pm
2. Girl Scout Engineering Saturday – February 9, 2013, 8:30 am – 1:30 pm
3. KEYs to Empowering Youth – April 6, 2013, 8:30 am – 4:00 pm

Please submit an online volunteer form to volunteer for event #1 ASAP. The form can be found at: http://www.wie.umd.edu/dream/index.html#Announcements. Bria McElroy at bmcelroy@umd.edu is the coordinator for this event.

Please let Elizabeth Remmers know if you are planning to volunteer for events #2 or #3 and state that you are in Flexus/Virtus as soon as possible at eremmers@umd.edu. Note: there are limited openings and all volunteers for these activities are expected to have an interest in working with a middle school age-group, be enthusiastic and make sure the students are engaged.

With 4 hours of service you will earn the full 100 points available; however, up to 25 extra credit points are possible if you serve for more than four hours.

After attending the service outreach activity, you must email Candice Staples (cstaples@umd.edu) - Flexus or Matthew Wootten (mwootten@umd.edu) -Virtus with the name of the event, the coordinator’s name, and the date and hours you worked. You will not be given credit for this assignment unless you email this information.

Recruitment Event
You are required to attend at least one recruitment event from the attached list. These events are important in attracting freshmen engineers, as well as new members of Flexus and Virtus. All of you are the ideal representative for the Clark School and UMD in attracting these students.

Flexus – cstaples@umd.edu
Virtus- mwootten@umd.edu
Company Research Presentations
Before an interview it is imperative to research the company and generate a list of questions to ask during the interview. You and a partner (of your choice) will pretend that you have been offered an interview at a company of your choice. You will present the company information you found through your research as well as your list of questions in a 10-minute PowerPoint presentation. You should dress professionally.

You should present in a professional manner the following information: company name, size, location, position you desire and why, hiring emphasis/requirements for position, product information/details, and approximately 10 well thought-out questions to ask. The questions may be things you want to know or questions you have from the website. The company’s website is the best research tool you can easily access, though you may wish to visit the Engineering Co-op to view “work reports.” These are reports kept on file that detail students’ past experience with a company through internships/co-ops. It provides valuable information that may not be found on a website. The Interviewing Skills Workshop in class will provide additional help in completing this assignment. It would be ideal to choose a partner with the same major as you.

Journal Entries
Journals are an expression of your feelings and reactions to academic and social experiences. You will be required to submit 3 journal entries electronically on Canvas. Each journal should be about 1-page (double-spaced) in length and is due before the start of class. Specific topics will be posted on Blackboard the week before they are due.

Participation/Professionalism
1. This course will be interactive, combining lecture, discussion, and activities. Please come prepared to each class, including brainstorming comments and/or questions, and being prepared to answer questions posed by instructors or other students. Discussions of your personal experiences and opinions are important. You are encouraged to make suggestions about your needs as a first-year student, and to share ideas that you believe may make the class more conducive to your learning style. There will be periodic evaluations of the class content and you are strongly encouraged to comment honestly on the material to which you have been introduced.

2. Professionalism entails coming to class on time, being attentive in class (vs. sleeping), completing individual assignments, and being respectful of your instructors, guest speakers, and other class members. Treating others with respect includes respecting diverse opinions, paying attention, listening when others are speaking, and allowing everyone a chance to voice opinions and comments. Confidentiality is expected as personal experiences and opinions will be shared often.
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/23</td>
<td>Welcome Back! Syllabus Overview Engineering Co-op Services/ How to Get an Internship/Co-op - Break into groups</td>
<td></td>
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<tr>
<td>2</td>
<td>1/30</td>
<td>Resume Writing Dressing Professionally</td>
<td>Journal #1</td>
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<tr>
<td>3</td>
<td>2/6</td>
<td>Project Management Minor John Cable Minor in Engineering Leadership Minor in International Engineering &amp; Study Abroad Ramsey Jabaji Quest Nicole Coomber, Assistant Director</td>
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<tr>
<td>4</td>
<td>2/13</td>
<td>Career Fair</td>
<td>*5 EC pts if you dress up in Career Fair attire</td>
</tr>
<tr>
<td>5</td>
<td>2/20</td>
<td>Advanced Networking and Social Media Practice Elevator pitch</td>
<td>Resume Critique, Final Version, and “Dream” Resume</td>
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<tr>
<td>6</td>
<td>2/27</td>
<td>Spring Career Fair – Wear business professional dress!</td>
<td>“Elevator Speech” Presentation (typed)</td>
</tr>
<tr>
<td>7</td>
<td>3/6</td>
<td>Interviewing Skills Aris Cleanthous Stanley Black and Decker</td>
<td>Journal #2 Career Fair Literature/Business Cards</td>
</tr>
<tr>
<td>8</td>
<td>3/13</td>
<td>Professionalism &amp; Etiquette Workshop*** Heidi Sauber, Engineering Co-op &amp; Career Services</td>
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<tr>
<td>9</td>
<td>3/20</td>
<td>No Class- Enjoy your Spring Break! ☺</td>
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<tr>
<td>10</td>
<td>3/27</td>
<td>Student Panel and Networking Students talk about how they got their internship and research positions.</td>
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<tr>
<td>Date</td>
<td>Date</td>
<td>Event</td>
<td>Notes</td>
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<tr>
<td>11</td>
<td>4/3</td>
<td>Employer Networking Reception</td>
<td>Kim Rotunda&lt;br&gt;Dress in professional attire to network with employers and alumni.</td>
</tr>
<tr>
<td>12</td>
<td>4/10</td>
<td>Company Research Presentations</td>
<td>Engineering Faculty/Alum Interview</td>
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<tr>
<td>13</td>
<td>4/17</td>
<td>Company Research Presentations</td>
<td></td>
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<tr>
<td>14</td>
<td>4/24</td>
<td>Company Research Presentations</td>
<td>2 Workshops/Lectures Attended</td>
</tr>
<tr>
<td>15</td>
<td>5/1</td>
<td>Company Research Presentations</td>
<td>Journal #4&lt;br&gt;Service Outreach &amp; Recruitment Event Complete (email)</td>
</tr>
<tr>
<td>16</td>
<td>5/8</td>
<td>Closing: 4:30-6:30pm (not required but strongly encouraged!)</td>
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*** Please note that the topics are tentative and the instructors may alter it as needed. Any changes will be announced in class or via e-mail.