ENES 116: FLEXUS Seminar II
Spring 2014
Wednesdays, 4:00 – 5:15 pm
1110 KEB (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
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TF: Stefanie Cohen
Office: 1131 Martin Hall
Hours: Mon 9 -11am & 2:00 – 4:30pm; Tues 11 – 12:30 & 3 – 4:30pm; Wed 3:00 – 4:00; Thurs 2 – 3:30pm
Email: sbcohen@terpmail.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 miss to 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>
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</thead>
<tbody>
<tr>
<td>Resume Assignment</td>
<td>100 points</td>
<td>2/5/14</td>
</tr>
<tr>
<td>Elevator Speech Video</td>
<td>50 points</td>
<td>2/12/14</td>
</tr>
<tr>
<td>Career Fair Prep Paper</td>
<td>100 points</td>
<td>2/12/14</td>
</tr>
<tr>
<td>Career Fair Business Cards</td>
<td>5 @ 20 points</td>
<td>2/19/14</td>
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<tr>
<td>Career Advice Mtg</td>
<td>100 points</td>
<td>February/March- Sign up will be available in class</td>
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<tr>
<td>Service Outreach</td>
<td>100 points</td>
<td>Sign up will be made available in class</td>
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<tr>
<td>Recruitment Event</td>
<td>100 points</td>
<td>Sign up will be made available in class</td>
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<tr>
<td>Networking Reception Attendance</td>
<td>50 points</td>
<td>4/2/14</td>
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<tr>
<td>Company Research Presentation</td>
<td>100 points</td>
<td>(April) TBD</td>
</tr>
<tr>
<td>Journal Entries</td>
<td>2 @ 50 points</td>
<td>2/26, 4/30</td>
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<tr>
<td>Participation/Professionalism</td>
<td>100 points</td>
<td>(EC of 5 points)**</td>
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</table>

**TOTAL POINTS POSSIBLE** 1000 points

*EC of up to 25 points will be awarded to those who participate in service for more than 4 hours of service or more than 100pts with recruiting events.

** 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-initialed resume and your final corrected version.

Elevator Speech Video
Once you prepare and practice your elevator speech, record yourself giving the 30 second version. Submit the video (or link to it) through Canvas.

Career Fair Prep Paper
It is important to have an “elevator speech” prepared for visiting the career fair. The career fair prep paper 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 employers at the career fair and hand in a typed version of your extended elevator speech.

**Career Fair Cards**
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 11, 12, 13, 2014 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. You will submit both paper and scanned copies.

**Career Advice Meeting**
You will make an appointment for a 30 minute career planning meeting with Veronica. Before the meeting, you should generate a list of questions you would like to ask about your career, review the cover letter handout, and write a draft of a cover letter. Completion of the meeting by the due date is required.

**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, March 1, 2014, 7:30 am – 5:00 pm**
2. **Girl Scout Engineering Saturday – February 15, 2014, 8:30 am – 1:30 pm**
3. **KEYs to Empowering Youth – March 29, 2014, 8:30 am – 4:00 pm**

Please submit an online volunteer form to volunteer for event #1 ASAP. The form can be found at: https://futureumdengr.wufoo.com/forms/wie-dream-conference-2014-volunteer-form/. Bria Barry at bmcelroy@umd.edu is the coordinator for this event.

Please let Vanessa Medley 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 vmedley@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 upload on canvas the dates of the event, the coordinators name, the date and hours you worked. You will not be given credit for this assignment unless post it on Canvas. Please do not email the information.**
Recruitment Event
These events are important in attracting first year women engineers, as well as new members of Flexus. All of you are the ideal representative for the Clark School and UMD in attracting these students. To volunteer for an event, you should sign up in advance. A sign-up list will be available to you during the first two classes. Opportunities:

1. Flexus overnight and open house: Friday, Feb 28, 2014, 5:30pm (serving as an overnight and open house host = 100 pts, just open house = 25 pts)
2. Two Women in Engineering (WIE) Preview Programs: Thursday, March 27, 2014, 5-7 pm or Thursday, April 3, 2014, 5-7 pm (times are subject to slight changes). (100 pts)
3. Tele-counseling: Training last week of February, calls to take place the week of March 3rd and March 10th from 7-8:30 pm. (100 pts)
4. Writing postcards on behalf of WIE due by March 28 (turn in to Bria Barry in 1131UU Martin Hall) (75 pts)

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 2 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 Canvas 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.

## Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Assignment (Due for class)</th>
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<tbody>
<tr>
<td>1</td>
<td>1/29</td>
<td>Welcome Back! Syllabus Overview Resume Writing Dressing Professionally</td>
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<tr>
<td>2</td>
<td>2/5</td>
<td>Career Fair Prep Practice Elevator Pitch</td>
<td>Resume Critique and Final Resume *5 EC pts if you dress up in Career Fair attire</td>
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<tr>
<td>3</td>
<td>2/12</td>
<td><strong>Spring Career Fair – Wear business professional dress!</strong></td>
<td>“Elevator Speech” (video) Career Fair Prep Paper</td>
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<td>*Meet in front of the main information desk at the Union at 4pm or in room 2208 of Stamp anytime from 1:30-3:45pm.</td>
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<tr>
<td>4</td>
<td>2/19</td>
<td>Job Search 101 and Careers4Engineers and Advanced Networking</td>
<td>Career Fair Literature/Business Cards</td>
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<tr>
<td>5</td>
<td>2/26</td>
<td>Interview Workshop</td>
<td>Journal #1 – Career Fair Reflection</td>
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<tr>
<td>6</td>
<td>3/5</td>
<td>Project Management Minor <em>John Cable</em></td>
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<td>Minor in Engineering Leadership Minor in International Engineering Study Abroad <em>Ramsey Jabaji</em></td>
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<td>Sustainable Minor <em>TBD</em></td>
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| 7 | 3/12 | *Meet in 1202 Martin Hall*  
|   |   | Inclusive Language Dialog |
| 8 | 3/19 | **No Class- Enjoy your Spring Break! 😊** |
| 9 | 3/26 | NASA Guest Speaker  
|   |   | **Time Change** - 5:15 – 7 PM in Bioscience Research Building Room 1101 |
| 10 | 4/2 | **Employer Networking Reception**  
|   |   | Dress in professional attire to network with employers and alumni.  
|   |   | *Meet in the Kim Rotunda* |
| 11 | 4/9 | Meet with Groups to prepare Company Research Presentations. NO CLASS. |
| 12 | 4/16 | Company Research Presentations |
| 13 | 4/23 | Company Research Presentations |
| 14 | 4/30 | Wrap Up, Class Evaluation and any remaining Company Research Presentations  
|   |   | Journal #2 |
| 15 | 5/7 | Closing: 4:30-6:30pm  
|   |   | (not required but strongly encouraged!) |

*** 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.