

# ENES 116: FLEXUS Seminar II

Spring 2015

Wednesdays, 4:00 – 5:15 pm

1110 KEB (unless otherwise noted)

## Instructor Information

<b>INSTRUCTORS:</b>	Veronica Perrigan	Dr. Paige Smith
<b>OFFICE:</b>	1131 Martin Hall	1131 Glenn L. Martin Hall
<b>OFFICE HOURS:</b>	By Appointment	By Appointment
<b>OFFICE PHONE:</b>	301.405.3864	301.405.3931
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TF: Micaela Larson

Office: 1131 Martin Hall

Hours: Mon 12 – 4:30pm; Tues 3 – 4:30pm; Wed 12 - 2:00pm

Email: micaelarson@gmail.com

## 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](mailto: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 and Computers

The use of a computer or mobile communication device 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**

<b>Coursework</b>	<b>Total Possible</b>	<b>Due Date</b>
Resume Assignment	100 points	2/11/15
Elevator Speech Video	50 points	2/18/15
Career Fair Prep Paper	100 points	2/18/15
Career Fair Business Cards	5 @ 20 points	2/25/15
Career Advice Mtg	100 points	A-L students March 31 M-Z students April 29 Sign up will be available in class.
Service Outreach	100 points (EC of 25 points)*	May 6
Recruitment Event	100 points	May 6
Networking Reception Attendance	50 points	4/1/14
Company Research Presentation	100 points	(April) TBD
Journal Entries	2 @ 50 points	2/25, 4/29
Participation/Professionalism	100 points	Entire Semester
<b>TOTAL POINTS POSSIBLE</b>	<b>1000 points</b>	

\*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.

## 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

You will begin to prepare your speech in class and practice with fellow community members. Once you have prepared and practiced your elevator speech, record yourself giving the 30 second version. The next class you will memorize and present your elevator speech to employers at the career fair. Submit the video (or link to it) through Canvas.

### Career Fair Prep Paper

This assignment is an extended version of an elevator speech and you will go into **more** detail by picking one employer you will talk to at the career fair. The goal of this assignment is to find out why you are interested in this particular employer, questions you might ask at the fair, and to provide highlights of your related experience/skills that match up with the available positions or potential positions.

### 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 18, 19, 20 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 (in class) and scanned copies (to Canvas).

### Career Advice Meeting

You will make an appointment for a 30 minute career planning meeting with Veronica. Before the meeting, you should generate at least three questions you would like to ask about your career path, find an internship/co-op of interest to you, read the cover letter handout, and write a draft of a cover letter for the internship you found.

Be sure to **print** and bring **your resume, job description for the internship/co-op, and a draft cover letter to the meeting.** Cover letter Handout: <http://www.careerengr.umd.edu/students/job-search-tips>

**Completion of the meeting by the due date is required.**

**Student with a last name A-L:** Must sign up for a meeting and complete by **March 31**

**Student with a last name M-Z students:** Must sign up and complete by **April 29**

### 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.

1. **WIE DREAM Conference – Saturday, February 14, 2015, 7:30 am – 2:30 pm**
2. **Girl Scout Engineering Saturday – March 28, 2015, 8:30 am – 1:30 pm**
3. **KEYs to Empowering Youth – April 11, 2015, 8:30 am – 3:00 pm**
4. **STEM EXPO – April 11 (contact [ialexand@umd.edu](mailto:ialexand@umd.edu) for details)**

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-2015-volunteer-form/>. Bria Barry at [bmcelroy@umd.edu](mailto:bmcelroy@umd.edu) is the coordinator for this event.

Please let Dawn Ginnett 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 [dginnett@umd.edu](mailto:dginnett@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 5 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 five hours.

***After attending the service outreach activity, you must upload on canvas the date, the coordinators name, hours you worked, and a picture of you at the event. You will not be given credit for this assignment unless YOU 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 13, 2015, 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: March 5, 5:45-7 pm or April 2 5:45-7 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 2<sup>nd</sup> and March 9<sup>th</sup> 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)***
5. ***Open Houses: March 6 and April 3 (100 pts. contact [cstaples@umd.edu](mailto:cstaples@umd.edu) for details)***

***After attending the event, you must upload on canvas the date, the coordinators name, hours you worked, and a picture of you at the event. You will not be given credit for this assignment unless YOU post it on Canvas. Please do not email the information. Questions about recruitment events should be sent to Candice Staples: [cstaples@umd.edu](mailto:cstaples@umd.edu).***

### Networking Reception

You will practice your networking skills by attending this reception. This is not a career fair but a way for students to network with alumni from Maryland and find out more information about different careers. Students are expected to dress professionally, research ahead of time, and ask career advice questions.

### 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 office 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

Week	Date	Topic	Assignment (Due for class)
1	1/28	Welcome Back! Syllabus Overview Resume Writing Dressing Professionally	
2	2/4	Career Fair Prep Job Search 101 and Careers4Engineers Practice Elevator Pitch	
3	2/11	Advanced Networking **Practice**	Resume Critique and Final Resume
4	2/18	<b>Spring Career Fair – Wear business professional dress!</b>  <b>*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.</b>	Elevator Speech Video Career Fair Prep Paper
5	2/25	Interview Workshop	Journal #1 – Career Fair Reflection Career Fair Literature/Business Cards
6	3/4	Project Management Minor <i>John Cable</i> Sustainable Minor <i>TBD</i>  Prep for Networking Event and Company Presentations	
7	3/11	Bystander Awareness <i>Dr. Paige Smith</i>	
8	3/18	<b>No Class- Enjoy your Spring Break! ☺</b>	
9	3/25	Meet with Groups to prepare Company Research Presentations. NO CLASS.	
10	4/1	<b>Employer Networking Reception</b> Dress in professional attire to network with employers and alumni. <b>*Meet in the Kim Rotunda</b>	
11	4/8	Company Research Presentations	
12	4/15	<b>Bell Helicopter Presentation</b>	
13	4/22	Company Research Presentations	
14	4/29	Company Research Presentations <b>Closing Ceremony: 4:30 – 6:30</b>	Journal #2
15	5/6	Minor in Engineering Leadership Minor in International Engineering Study Abroad <i>Ramsey Jabaji</i>  Wrap Up and Class Evaluation	

\*\*\* Please note that the topics are tentative and the instructors may alter it as needed. Any changes will be announced in class or via email.