

Course Syllabus for ECE400:
“Professional Development and Career Guidance”
Fall 2014

Class Time and Location: Th 12:30-13:20 in Lily G126

Instructors:

- Prof. Mireille (Mimi) Boutin
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Course wiki:

https://www.projectrhea.org/rhea/index.php/2014_Fall_ECE_400

Writing Assignments

There will be three writing assignments. Please note that Assignment 1 is your only chance to pass Learning Outcome 4, so if you fail that assignment (score below 50%), then you will automatically fail the course. See the course wiki for assignment guidelines and writing rubrics.

- Assignment 1: “Ethics”, due no later than September 18, 2014. **Please hand in as soon as possible.**
- Assignment 2: “Professional Statement”, due no later than October 16, 2014. **Please hand in as soon as possible.**
- Assignment 3: “Proposal”, due no later than November 13, 2014. **Please hand in as soon as possible.**

Submission Procedure and Late Policy

All three writing assignments must be handed in in two steps.

Step 1: Upload a copy of your write up on Blackboard learn (via SafeAssign) before the deadline. Note that SafeAssign is a software used to detect plagiarism, so do not plagiarize!

Step 2: Hand in a hard copy of your write up to your instructor in class. (Email submission will not be accepted.) One page only (references included in that page); no cover page.

Assignments are due no later than the end of class on the due date, but may be submitted days or weeks early. This is a firm deadline: only one 24 hour grace period (i.e., for no more than one assignment) will be allowed. **You are strongly encouraged to submit all three assignments in the second week of class.**

Attendance Form

At the first lecture, each student will receive an attendance form along with a seat assignment. Students must sit in their assigned seat. The attendance form needs to be completed and returned in class on 12-11-14 (last class of the semester).

Attendance Policy

Class attendance is mandatory. However, we understand that, very occasionally, it may be necessary for a student to be absent from class for personal reasons beyond his/her control (e.g., serious illness, family emergency, bereavement, etc.). Missing class is only acceptable if you have such a serious reason beyond your control. If you miss class, you must indicate the reason on your personal attendance sheet and complete a supplementary “make up” writing assignment. The guidelines and topics for each make up will be posted on the course wiki. These make ups are mandatory. Please staple all make ups to your attendance form, and turn them in with your attendance form on 12-11-14 (last class of the semester). A severe grade penalty will be applied for any missing makeup.

You will receive one class attendance point for every lecture you attend (sitting in your assigned seat). The maximum number of attendance points is 15, and these points will count for 15% of your grade (see rubric in Grading subsection below). If you miss a class for any reason, then you will not receive the attendance point for that class. However, in order to be fair, we have adjusted the gradelines so that it should be straightforward to get an A for the course even if you missed a class.

Doing the make up does not contribute to your attendance score. You must fully attend at least 10 lectures in order to get a passing grade for the course. There will be no exception to this policy, even for valid reasons.

You are expected to arrive on time and attend every lecture. If you arrive more than 5 minutes late, you will be denied access to the classroom and considered absent. Leaving early is not permitted.

Class Behavior and Respect Policy

You are expected to behave in a respectful manner in class, especially during the presentations of our guest speaker. Disrespectful behavior includes talking with your classmates while the instructor/guest is speaking, reading the newspaper, working on a class assignment, cell phone beeping/vibrating, texting/emailing, etc. Since this is a senior level course, we do not anticipate having to enforce this policy. However, the instructor reserves the right to penalize students who fail to follow these basic courtesy rules by taking off class attendance points.

Unless prior arrangement has been made with the instructor, **cell phones, tablets, and all other electronic devices must be turned off and stowed**

away during class.

Grading

It is necessary to demonstrate achievement of all learning outcomes in order to get a passing grade for the course. Each assignment has 100 points. You must receive at least 50 points on the assignment to satisfy the outcomes related to that assignment. Not all assignments test all outcomes. You will get

- Three chances to achieve the first learning outcome.
- Two chances to achieve the second learning outcome.
- Two chances to achieve the third learning outcome.
- One chance to achieve the fourth learning outcome. (Assignment 1: “Ethics”)

If you pass all learning outcomes, your course grade will be based on your score on writing assignments and course attendance as follows:

- 85% Writing Assignments
- 15% Course Attendance

In addition, each student in the class will be asked to vote to elect the best ECE instructor towards the end of the semester. Voting is mandatory.

For students who pass all outcomes, who have at least 10 out of 15 attendance points, and who voted for the best ECE instructor, the following gradelines will be used:

- $A \geq 80$
- $B \geq 70$
- $C \geq 60$
- $D \geq 50$
- $F < 50$

Academic integrity policy

The ECE faculty expect every member of the Purdue community to practice honorable and ethical behavior both inside and outside the classroom. Any actions that might unfairly improve a student’s score on homework or attendance will be considered cheating and will not be tolerated. Examples of cheating include (but are not limited to):

- Copying someone else's sentences (e.g., copying text you found on the Internet) on a writing assignment or make up without quotation marks and/or without citing the source.
- Writing someone else's writing assignment or make up.
- Checking that you attended a lecture you actually missed on your attendance form.

Cheating on an assignment, a make up, or your attendance sheet will result in a failing grade for the course. All occurrences of academic dishonesty will be reported to the Assistant Dean of Students and copied to the ECE Associate Head for Education. If there is any question as to whether a given action might be construed as cheating, please see the instructor before you engage in any such action.

Emergency procedures

In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances. In such an event, information will be provided through the course wiki.

Learning Outcomes

A student who successfully fulfills the course requirements will have demonstrated:

1. an ability to communicate ideas in a written form. [6.7;g]
2. an awareness of skills necessary to achieve success in the workplace. [3,5,7;i,k]
3. The ability to research and evaluate current events in an engineering context. [4,5,7;h,i,j,k]
4. An understanding of the role of ethical engineering in the work environment. [6,7;f,h,j]