

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

**Class Time and Location:** Th 12:30-13:20 in EE170

**Instructors:**

- Prof. Mireille (Mimi) Boutin  
Office: MSEE342, Email: mboutin at purdue dot you know what
- Joanne Lax  
Office: EE 250, Email: jlax at purdue dot you know what

**Course wiki:**

[https://www.projectrhea.org/rhea/index.php/2014\\_Spring\\_ECE\\_400\\_Boutin](https://www.projectrhea.org/rhea/index.php/2014_Spring_ECE_400_Boutin)

## **Attendance/participation**

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

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., illness, family emergency, bereavement, etc.). We trust students to use their best judgement in such circumstances and thus require no documentation or justification for missing class. Students who miss class must make it up by completing a supplementary “make up” writing assignment. 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 will receive one class attendance point every time you arrive on time for class, sit in your assigned seat, and fully attend the lecture. If you arrive late, you will be denied access to the classroom and considered absent: thus, you will have to complete the make up assignment and you will lose one attendance point. The maximum number of attendance points is 15, and these points will count for 15% of your grade (see rubric in Grading subsection below).

At the first lecture, each student will receive a personalized attendance form along with a seat assignment. All students must sit in their assigned seat. All students must file their attendance form and return it to class on 5-1-13, along with all make ups. Staple your make ups to the attendance form.

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.

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 at the end of the semester. Voting is mandatory.

## 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). 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.)

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.

## 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]