

**Course Syllabus for ECE400:
"Professional Development and Career Guidance"**
Fall 2013

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

Instructors:

- Prof. Mireille (Mimi) Boutin
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- Joanne Lax
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Course wiki: https://www.projectrhea.org/rhea/index.php/2013_Fall_ECE_400

Attendance/participation

You will receive one class attendance/participation point every time you arrive on time for class and fully attend the lecture (excluding the first lecture, for which everybody automatically gets one point). If you arrive late, you will lose half a point. If you leave early, you will also lose half a point. The maximum number of attendance/participation points is 15, and these points will be renormalized to count for 10% of your grade (see rubric in Grading subsection below).

Attendance will be taken using clickers, so you must bring your clicker to get the attendance point. 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 up the class by completing a supplementary writing assignment. However, you must 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 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 one class attendance point per offense.

Cell phones must be turned off during class.

Grading

Your course grade will be based on your score on writing assignments, course attendance/participation, and speaker evaluation. The following linear combination will be used to obtain your total score.

- 85% Writing Assignments
- 10% Course Attendance and participation
- 5% Speaker evaluation (filling out a survey on Blackboard after each lecture; you can only fill out the survey if you attended the lecture.)

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.

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.

Submission Procedure and Late Policy

All assignments will be handed in on Blackboard learn (via SafeAssign). Email submission will not be accepted. Assignments are due by 12:30pm 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., on one assignment) will be allowed.

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):

- Sharing results or other information on a homework.
- Requesting a regrade of answers or work that has been altered.
- Filing an attendance sheet for an absent student.

At the instructor's discretion, cheating on an assignment or an attendance sheet will result in a reduced score, a zero score, or 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]