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# SIE 295S – Spring 2025

## SIE Sophomore Colloquium

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Fridays

11:00 – 11:50 AM

Architecture, Rm 103

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### INSTRUCTOR

**Dr. Mohammed Shafae;** [shafae1@arizona.edu](mailto:shafae1@arizona.edu);

**Office Hours:** By appointment (schedule by email)

### COURSE DESCRIPTION

A colloquium designed to help students understand career opportunities for Industrial Engineering (INE), Systems Engineers (SYE), and Engineering Management (EMG) professionals. Students will interact with speakers and explore various roles of SIE and EMG in solving real engineering problems. The course helps students select course options within the degree (INE, SYE, EMG) programs and helps focus on possible application areas. Additionally, you will receive career education on important topics such as creating a resume, interviewing, and job search.

### COURSE OBJECTIVES

By the conclusion of this class students will be able to:

1. Understand course options available in the SIE/EMG programs
2. Gain exposure to diverse techniques, methods, and applications of INE, SYE, and EMG
3. Build professional networks, write resumes, and successfully interview.

### PREREQUISITE(S)

- SIE 250: Introduction to Systems and Industrial Engineering; **or**
- SIE 265: Engineering Management I

### COURSE MATERIALS

D2L will be the primary means of distributing class material.

### COURSE FORMAT

Per the Schedule of Classes, the Instruction Mode of this class is "In Person" so we will meet in the Henry Koffler Bldg, Rm 218 for all classes unless otherwise announced beforehand.

### ABSENCE AND CLASS PARTICIPATION POLICY

Participating in the course and attending lectures are vital to the learning process. As such, **ATTENDANCE IS REQUIRED AND GRADED.**

## General Policies

- The UA's policy concerning Class Attendance and Participation is available at: <https://catalog.arizona.edu/policy/courses-credit/courses/class-attendance-participation>.
- The UA policy regarding absences for any sincerely held religious belief, observance or practice will be accommodated where reasonable, <http://policy.arizona.edu/human-resources/religious-accommodation-policy>. To accommodate religious holidays, students must inform the course instructor at least two weeks in advance.
- Absences pre-approved by the UA Dean of Students (or Dean Designee) will be honored. See: <https://deanofstudents.arizona.edu/policies/attendance-policies-and-practices>
- Non-attendance for any reason does **not** guarantee an automatic extension of the due date or rescheduling of examinations/assessments.
- Please communicate and coordinate any request directly with your instructor.
- If you must miss the equivalent of more than one week of class, please contact the Dean of Students Office [DOS-deanofstudents@email.arizona.edu](mailto:DOS-deanofstudents@email.arizona.edu) to share documentation about the challenges you are facing (e.g., doctor's note). The Dean of Students Office will communicate the receipt of the note (with expected end date) to the course instructor.

## Course-Specific Policies

- The Instruction Mode of this class is "In Person" and **ATTENDANCE IS MANDATORY**.
- If a student needs to miss less than two classes in a row for ANY reason, the student **DOES NOT** need to contact the course instructor because the class has a **"two absent classes with NO penalty"** policy; that is two absent classes of course attendance points will be dropped for all students (no questions asked) to account for short-term absences for ANY reason.
- If you must miss three or more classes in a row, please directly contact the Dean of Students Office [DOS-deanofstudents@email.arizona.edu](mailto:DOS-deanofstudents@email.arizona.edu) to share documentation about the challenges you are facing. The Dean of Students Office will communicate the situation to the course instructor, and then the student can communicate with the course instructor to discuss what needs to be done to receive attendance points for the missed classes.
- All students must attend the **full** 50-minute lecture entering the classroom no later than 11:00 AM to minimize any class disruption. The instructor reserves the right to not allow any student to enter the classroom after 11:00 AM.

## CLASS RECORDINGS

For lecture recordings, which are used at the discretion of the instructor, students must access content in D2L only. Students may not modify content or re-use content for any purpose other than personal educational reasons. All recordings are subject to government and university regulations. Therefore, students accessing unauthorized recordings or using them in a manner inconsistent with UArizona values and educational policies (Code of Academic Integrity and the Student Code of Conduct) are also subject to civil action.

**Note that the class recordings are made available to use for your reference only and cannot be used as a replacement for class attendance by any means.**

## ASSIGNMENTS AND EXAMINATIONS

This course does not have any exams but there are multiple assignments required as described below. In all these assignments, plagiarism is not allowed to any extent and Turnitin is used to monitor for plagiarism.

### Reflection Discussions

- Each class will have a D2L Discussion topic. You are required to post a comment listing five key lessons you learned from each class (e.g., career advice, new techniques, and tools (e.g., networking through LinkedIn, technical methods speakers used, etc.), any general advice, specific information that you found useful to your career decisions etc.). These need to be full sentences and organized in a numbered list. This must be posted by 11:59 PM on the Monday following each seminar.
- Read other students' comments and reflections thoroughly and respond to two of them sharing your thoughts/reflections about what they shared as lessons they learned. These are due right before the following seminar at 11 AM. Please note you will not have access to other students' posts till everyone submit their original posts on Monday 11:59 PM.
- **For each of your individual reflection points and comments on others, you must be detailed and insightful and write full grammatically correct sentences.**
- **Please do not submit any of the above if you did not attend the class in person.**
- Your two lowest scores for two classes during the semester will be dropped.

### Resume

- Students should develop a professional resume that can be used to search and apply for a summer internship or a professional position.
- Resume is due January 24, 2025, by 11:59 PM.

### LinkedIn Profile

- Create a LinkedIn profile including a professional appearing photo, your Experience (if any), education (in progress), extracurricular activities, etc.
- Submit the link to your LinkedIn profile on February 7<sup>th</sup>, 2025, before 11:59 PM.

### The Annual Industry Exposition (iExpo) Assignment

- Students are required to attend [The Annual Industry Exposition \(iExpo\)](#) on Thursday, February 6<sup>th</sup>, 2024, 10 AM – 4 PM and introduce themselves to a minimum of two companies. Please note the class on January 26<sup>th</sup> will be cancelled accordingly.
- Prepare a report that summarizes the experience including: 1) identification of who you met (name, role); 2) summary of company; 3) identification of any summer internship programs available; and 4) any planned or expected follow-up.
- Reports are due on February 14<sup>th</sup>, 2025, before 11:59 PM.

### Introduce Yourself Videos

- Each student is required to submit one 1-2 minutes video to introduce themselves emphasizing their strengths and key achievements.
- More details will be announced in the assignment prompts on D2L.
- Videos are due on February 21<sup>st</sup>, 2025, before 11:59 PM.

## Plan of Study Assignment

- A plan of study that details the courses that you will take and the semester you will take them is required. This plan should include candidate technical electives – specific courses must be listed. The plan can be revised in future semesters but is intended to be a good initial start.
- Templates for Engineering Management, Systems Engineering and for Industrial Engineering will be made available on D2L.
- Plan of study is due on April 7<sup>th</sup>, 2025, by 11:59 PM.

## Engineering Ethics Quiz

- One class will be devoted to a discussion of Engineering Ethics. Before this class, there will be a pre-assessment quiz before the class meets that you must complete.
- You will be given full credit for completing the quiz before class, not on correct or incorrect answers.
- Similarly, there will be a post-assessment quiz that you must complete. Again, you will be given full credit for completing the quiz before class, not on the correct or incorrect answers.
- You must complete both quizzes to get credit for this assignment.

## Engineering Design Day

- Students are required to attend Engineering Design Day on May 5<sup>th</sup>, 2025, where the Senior Design Teams present their capstone design projects and compete for prizes.
- Prepare a report that summarizes the experience including team projects that you reviewed (at least three teams) and observations about the projects. Reports are due by Friday May 12<sup>th</sup>, 2025, by 11:59 PM.

## GRADING POLICY

The final course grade will be based on the total weighted points and the following scale. Final scores will be calculated to the hundredths decimal and rounded to the nearest whole number (e.g., 89.50 = A and 89.49 = B, no exceptions).

**A:** 100-90%;    **B:** 80-90%;    **C:** 70-80%;    **D:** 60-70%;    **E:** below 60%

Grades will be assigned based on performance using the following percentages.

Course Requirement	Percentage of Grade
Reflection Discussions <ul style="list-style-type: none"><li>• Five lessons learned – 60%</li><li>• Comments on 2 other students posts – 40%</li></ul>	40%
Class Attendance	10%
Resume	10%
LinkedIn	5%
The 32 <sup>nd</sup> Annual Industry Exposition (iExpo)	10%
Introduce Yourself Videos	5%
Plan of Study Assignment	5%
Engineering Ethics Quiz	5%
Engineering Design Day	10%

## **CLASSROOM BEHAVIOR POLICY**

To foster a positive learning environment, students and instructors have a shared responsibility. We want a safe, welcoming, and inclusive environment where all of us feel comfortable with each other and where we can challenge ourselves to succeed. To that end, our focus is on the tasks at hand and not on extraneous activities (e.g., texting, chatting, reading a newspaper, making phone calls, web surfing, etc.).

Students are asked to refrain from disruptive conversations with people sitting around them during lecture. Students observed engaging in disruptive activity will be asked to cease this behavior. Those who continue to disrupt the class will be asked to leave lecture or discussion and may be reported to the Dean of Students.

## **THREATENING BEHAVIOR POLICY**

The UA Threatening Behavior by Students Policy prohibits threats of physical harm to any member of the University community, including to oneself. See <http://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students>.

## **ACCESSIBILITY AND ACCOMMODATIONS**

Our goal in this classroom is that learning experiences be as accessible as possible. If you anticipate or experience physical or academic barriers based on disability, please let me know immediately so that we can discuss options. You are also welcome to contact the Disability Resource Center (520-621-3268) to establish reasonable accommodations. For additional information on the Disability Resource Center and reasonable accommodations, please visit <http://drc.arizona.edu>.

## **CODE OF ACADEMIC INTEGRITY**

Students are encouraged to share intellectual views and discuss freely the principles and applications of course materials. However, graded work/exercises must be the product of independent effort unless otherwise instructed. Students are expected to adhere to the UA Code of Academic Integrity as described in the UA General Catalog. See: <http://deanofstudents.arizona.edu/academic-integrity/students/academic-integrity>.

The University Libraries have some excellent tips for avoiding plagiarism, available at <http://new.library.arizona.edu/research/citing/plagiarism>.

## **UA NONDISCRIMINATION AND ANTI-HARASSMENT POLICY**

The University of Arizona is committed to creating and maintaining an environment free of discrimination. In support of this commitment, the University prohibits discrimination, including harassment and retaliation, based on a protected classification, including race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. For more information, including how to report a concern, please see <http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy>

Our classroom is a place where everyone is encouraged to express well-formed opinions and their reasons for those opinions. We also want to create a tolerant and open environment where such opinions can be expressed without resorting to bullying or discrimination of others.

## **ADDITIONAL RESOURCES FOR STUDENTS**

UA Academic policies and procedures are available at <http://catalog.arizona.edu/policies>

### **Campus Health**

<http://www.health.arizona.edu/>

Campus Health provides quality medical and mental health care services through virtual and in-person care.

Phone: 520-621-9202

### **Counseling and Psych Services (CAPS)**

<https://health.arizona.edu/counseling-psych-services>

CAPS provides mental health care, including short-term counseling services. Phone: 520-621-3334

### **The Dean of Students Office's Student Assistance Program**

<http://deanofstudents.arizona.edu/student-assistance/students/student-assistance>

Student Assistance helps students manage crises, life traumas, and other barriers that impede success. The staff addresses the needs of students who experience issues related to social adjustment, academic challenges, psychological health, physical health, victimization, and relationship issues, through a variety of interventions, referrals, and follow up services.

Email: [DOS-deanofstudents@email.arizona.edu](mailto:DOS-deanofstudents@email.arizona.edu)

Phone: 520-621-7057

### **Survivor Advocacy Program**

<https://survivoradvocacy.arizona.edu/>

The Survivor Advocacy Program provides confidential support and advocacy services to student survivors of sexual and gender-based violence. The Program can also advise students about relevant non-UA resources available within the local community for support.

Email: [survivoradvocacy@email.arizona.edu](mailto:survivoradvocacy@email.arizona.edu)

Phone: 520-621-5767

## **Safety on Campus and in the Classroom**

For a list of emergency procedures for all types of incidents, please visit the website of the Critical Incident Response Team (CIRT): <https://cirt.arizona.edu/case-emergency/overview>

Also watch the video available at:

[https://arizona.sabacloud.com/Saba/Web\\_spf/NA7P1PRD161/common/learningeventdetail/crtfy0000000000003560](https://arizona.sabacloud.com/Saba/Web_spf/NA7P1PRD161/common/learningeventdetail/crtfy0000000000003560)

## **SUBJECT TO CHANGE STATEMENT**

Information contained in the course syllabus, other than the grade and absence policy, may be subject to change with advance notice, as deemed appropriate by the instructor.

Students are responsible for all the policies above and for any announcements, assignments, or changes to the syllabus that are announced in class, by e-mail, and/or posted on D2L.