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# SIE 295S – Spring 2019

## SIE Sophomore Colloquium

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Fridays                    11:00 – 11:50 AM  
C E Chavez Bldg, Rm 110

<https://d2l.arizona.edu/d2l/home/758132>

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### INSTRUCTOR

**Mohammed Shafae;** [shafae1@email.arizona.edu](mailto:shafae1@email.arizona.edu); ENGR 317

**Office Hours:** Thursday 01:00 – 02:00 PM or by appointment (email request)

### 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.

### 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 for future career opportunities.

### PREREQUISITE(S)

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

### COURSE MATERIALS

Handouts by the instructor (No text is required). D2L will be the primary means of distributing class material.

### COURSE POLICIES

#### **Class Attendance**

Unless otherwise stated:

- Attending all classes for this course is highly emphasized and accounts for 35% of the course grade.

- All holidays or special events observed by organized religions will be honored for those students who show affiliation with that particular religion.
- Absences pre-approved by the UA Dean of Students (or Dean's designee) will be honored.
- If the student will not be able to attend any class for a legitimate excuse, the student is encouraged to communicate their excuse to the course instructor before the class.

## Homework Assignments

### 1. Speaker Summary

- For each class, a summary report is required. Each summary should provide:
  - An overview about the speaker
  - Identify any specific information that you found relevant to your career decisions
  - Other observations of interest
- Each summary should be no more than one page long and submitted to the course D2L site before the start of the seminar the following week. **This rule is strictly enforced, and yes, you must submit a speaker report for the first class – January 11, 2019 by January 18, 2019.**
- If you are not in attendance in seminar, it is not possible for you to prepare a summary. Please do not submit a summary if you are not present in seminar.

### 2. Resume and LinkedIn Profile

- Students should develop a professional resume that can be used to search for a summer internship or professional position.
- The due date for submitting your resume will be determined later.
- Feedback will be provided as needed to develop a final resume. Final Resumes will be due two weeks later, but you can update your resume anytime during the semester after the due date.
- Create a LinkedIn profile including a professional appearing photo (this does not mean that you have to hire a professional photographer), your Experience (if any), education (in progress), extracurricular activities, etc. How and when to submit the link for your LinkedIn profile will be announced later.
- Please be aware that the Engineering I-Expo will be held on January 22<sup>nd</sup>, 2019 and this is a great chance to meet some prospective employers (for internships as well as later). For more information, check the website at <https://www.escuofa.com/iexpo>.

### 3. UA Spring Career Days 2019 Assignment

- Students are required to attend the UA Spring Career Days 2019 STEM DAY on March 20, 2019 and introduce themselves to a minimum of two companies.

- 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 March 29, 2019.
- For more information, check the website at <https://bit.ly/2Qk7sUT>.

#### 4. Plan of Study

- Prepare a plan of study that details the courses that you will take and the semester you will take them. This plan should include possible technical electives. The plan can be revised in future semesters but is intended to be a good initial start.
- The due date for submitting your plan of study will be determined later.
- Templates for Engineering Management, Systems Engineering and for Industrial Engineering will be made available on D2L.

#### 5. Engineering Design Day

- Students are required to attend Engineering Design Day on April 29, 2019 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 3, 2019 by 11:00 AM.

#### 6. Final Report (Career Plan)

- A final report is required by Monday May 6, 2019 by 5 PM. The final report must include a summary statement of your career plan and objectives including your planned technical electives, summer internship strategy. You are to submit one single pdf file to D2L before 5 PM on May 6, 2019.
- Final reports are graded on a 100 point scale and partial credit can be given incomplete reports.

### Student Responsibilities

Students are responsible for:

- Any announcements, assignments, or changes to the syllabus that are announced in class or posted on D2L.
- Sign your name in the sign-up sheet every class. Otherwise, you will be considered absent.

### General Rules

1. Treat speakers with respect and in a professional manner. **Do not arrive late to class** and give the speakers your attention (e.g. no texting, emailing, Facebooking, snapchatting, etc.)

- Cell phones use is not allowed in the class unless required by the instructor for course related purposes.

## 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
Attendance	35%
Speaker Summaries	30%
Resume and LinkedIn	10%
Plan of Study	5%
UA Spring Career Days 2019	5%
Engineering Design Day	5%
Final Report (Career Plan)	10%

The instructor reserves the right to give **bonus points** for in-class work and participation.

## 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 is committed to creating and maintaining an environment free of discrimination; 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.

### **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.