SIE 295s
Systems and Industrial Engineering/Engineering Management
Sophomore Colloquium
Spring 2017

Class Hour: Friday 11:00-11:50 AM
Classroom: AME 212S
D2L: D2L will be used for submission of Critiques and other class requirements as well as information about upcoming speakers and tours.

Instructor: Larry Head, ENGR 251, (520) 621-2264, klhead@email.arizona.edu
Office Hours: F 1:30 PM – 3 PM or by appointment (email request)

Purpose: A colloquium designed to help students understand career opportunities for Systems and Industrial Engineers (SIE) 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 (EMG, INE, SYE) programs and helps focus on possible application areas.

Prerequisite(s): SIE 250 or SIE 265

Textbook(s) and/or other materials: Handouts by the instructor (No text is required). D2L will be the primary means of distributing class material.

Course objectives:
1. Understand course options available in the SIE/EMG programs
2. Gain exposure to diverse techniques, methods, and applications of SIE and EMG
3. Build professional networks, write resumes, and successfully interview for future career opportunities.

Work Required:
1. Attendance: Attendance for this course in **_highly_** emphasized
2. Speaker Summary: For each class, a speaker summary report is required. Each speaker summary should provide an overview about the speaker; identify any specific information that you found relevant to your career decisions, and other observations of interest. Each speaker summary will be approximately ½ to 1 page in length and submitted to the course D2L site before the start of class the following week. [This rule is strictly enforced]. In addition, if you are not in attendance in class, it is not possible for you to prepare a speaker summary. Please do not submit a speaker summary if you are not present in class. [**Yes, you must submit a speaker report for the first class – January 12, 2018 by January 19, 2018**].
3. Resume: Students should develop a professional resume that can be used to search for a summer internship or professional position. A draft resume is due by January 26, 2018. [Please submit a paper copy in class as well as submitting to D2L]. Feedback will be provided as needed to develop the final resume. Final Resumes are due on February 9, 2018, but you can update your resume anytime during the semester after the due date. Please be aware that the Engineering I-Expo will be held on February 15, 2018 and this is a great chance to meet some prospective employers (for internships as well as later). In addition, create a LinkedIn profile including a professional appearing photo (this does not mean that you have to hire a professional photographer, but don't take a picture from a party where you might be embarrassed in the future), your Experience (if any), education (in progress), and send a request to connect to me (Larry Head). If you already have a LinkedIn profile, send me a connection request. If we are already connected, message me with a note that you are in class. I will not accept incomplete

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requests and will give you a grade when your request is accepted. LinkedIn profiles[*] are due by February 9, 2018.

4. i-Expo Assignment: Students are required to attend the i-Expo on February 15, 2018 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. I-Expo reports are due on February 23, 2018.[†]

5. Plan of Study: A plan of study that details the courses that you will take and the semester you will take them is required by March 16, 2018. This plan should include possible technical electives. 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.

6. Engineering Design Day: Students are required to attend Engineering Design Day (April 30, 2018) 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 and observations about the projects. Reports are due by Friday May 4, 2018 before 11:00 AM.

7. Final Report: A final report is required by Monday May 7, 2018 (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 file to D2L (pdf is preferred) before 5 PM on May 7, 2018. Final reports are graded on a 100 point scale and partial credit can be given incomplete reports.

Grading:

Attendance	35%
Speaker Summaries	30%
Resume	10% (2% for draft, 5% for final and 3% for LinkedIn)
i-Expo Assignment	5%
Plan of Study	5%
Design Day Report	5%
Final Report	10%

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

Course Rules:

1. Students are expected to attend lectures.
2. Treat speakers with respect and in a professional manner. **<u>Do not arrive late to class</u>** and give the speakers your attention (e.g. no texting, emailing, facebooking, snapchatting, etc.)
3. 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.
4. Cell phones, pagers and other electronic devices must be turned off before the start of class.
5. Plagiarism is not allowed to any extent for writing critiques, assignments, final report, or any other exams or class activities. *TurnitIn* is used to monitor for plagiarism.
6. The information contained in the syllabus (except grade and absence policies) may be subject to change with reasonable advance notice, as deemed appropriate by the instructor.

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[*] Submit your LinkedIn Badge to D2L in the Comments dialog box (after creating your profile, follow the Me link and "Edit public profile and URL", then use the "Create a public profile badge" to create a badge).

[†] If you are graduating and already have accepted a position, please contact the instructor to discuss alternative assignments.