SYLLABUS

SIE 295s
Systems and Industrial Engineering/Engineering Management
Sophomore Colloquium
Fall 2022

Class Hour: Friday 10:00-10:50 AM
Class Mode: In Person
Classroom: Harvill, Rm 404
D2L: D2L will be used for submission of Reflections, Resume, LinkedIn, Plan of Study, and Final Report and other class requirements as well as communication of information about upcoming speakers and tours.

Instructor: Larry Head, ENGR 251, (520) 621-2264, klhead@arizona.edu
Office Hours: W 3:00 PM – 4:30 PM or by appointment (email request). A Zoom meeting can be set up if you request a meeting via email. (Please email me to let me know you want to meet. I travel often and might not always be on campus).

Purpose: A colloquium designed to help students understand career opportunities for Systems Engineers (SYE) Industrial Engineers (INE), and Engineering Management (EMG) professionals. Students will interact with speakers and explore various roles of SYE, INE, 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 INE/SYE/EMG programs
2. Gain exposure to diverse techniques, methods, and applications of SYE, INE, and EMG
3. Build professional networks, write resumes, and successfully interview for future career opportunities, including internships, study abroad, etc.
4. Introduce students to a formal framework for professional engineering ethics

Learning Outcomes:
1. Students have professional resume that they can use at career fairs and to apply for summer internships
2. Students will have identified candidate technical electives
3. Students will have an improved understanding of engineering ethics

Work Required:
1. **Engagement**: Engagement for this course in ***highly*** emphasized. Attendance will be used to establish your score for engagement. You will be allowed to drop one Engagement score (e.g., "one missed class"). If you register after the first class, your engagement score will count as your dropped score. Please be on time to class. We will have speakers from industry and we need to show them respect. We will excuse all religious holidays, observances, and practices. Please notify the instructor. Any pre-approved absence by

the UA Dean of Students (or Dean Designee) will be honored. If you are experiencing unexpected barriers to your success in your courses, the Dean of Students Office is a central support resource for all students and may be helpful. The Dean of Students Office is in the Robert L. Nugent Building, room 100, or call 520-621-7057. See the **Classroom Attendance Policy** below.

2. **Reflection**: For each class, a student reflection report is required. Each reflection should provide 1) an overview about the speaker, 2) the topic, 3) the key points covered, 4) identify any specific information that you found relevant to your career decisions, and 5) other observations of interest. Each reflection will be approximately 1 page in length and submitted to the course D2L site <u>before</u> the start of class the following week. [This rule is strictly enforced]. Reflections will be graded on a 0-10 point scale so partial credit can be awarded if you don't meet the requirements. [**<u>Yes, you must submit a speaker report for the first class – August 26, 2022, before start of class at 10 AM on September 2, 2022</u>**]. You will be allowed to drop your lowest score for one item during the semester. If you register for the course after the first class, it will be counted as the allowed dropped lowest score.

3. **Resume:**
   a. Students must develop a professional resume that can be used to search for a summer internship or professional position. A draft resume is due by **5:00 PM September 7, 2022**. Feedback will be provided as needed to develop the final resume. Final Resumes are due before class starts on **September 16, 2022**, but you can update your resume anytime during the semester after the due date. It is possible that an employer will ask for copies of student resumes and I would like to have your best effort resume available in D2L. I won't distribute your resume without your permission. Please be aware that Career Services will hold an in-person **Career Fair September 13-15 (STEM Day is September 13, 2022),** and a virtual Career Fair **September 22-23** using Handshake. This is a great chance to meet some prospective employers (for internships as well as later). Submit your draft and final resume to the D2L assignments.
   b. Create a LinkedIn.com 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 (www.linkedin.com/in/larry-head) and create a badge and submit it to the assignment comment box (see footnote below). 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 profiles (e.g. you must have a picture and relevant information) and will give you a grade when your request is accepted. LinkedIn profiles[*] are due by **September 23, 2022**. *Ideally, you will create this when you are creating your resume so you can include a link to your profile on your resume.*

4. **Career Fair Assignment**: Students are required to participate in Career Fair on **September 13, 2022** and introduce themselves to a minimum of two companies. The Career Fair is in-person this year: https://career.arizona.edu/events/2022/09/13/2022-fall-career-days-stem-day-in-person/ as well as virtual this year: https://career.arizona.edu/events/2022/09/22/2022-fall-career-days-virtual-all-majors-day/ . 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

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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).

programs available; and 4) any planned or expected follow-up. Career Fair reports are due on **September 23, 2022.**

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 **October 21, 2022** (before pre-registration starts for spring). This plan should include candidate technical electives – specific courses **must** be listed. You must check the prerequisites required and the semester the courses are offered. Your 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 Ethics.** 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. Similarly, there will be a post-assessment quiz that you must complete. You must complete both quizzes to get credit for this assignment.

7. **Final Report:** A final report is required by **Friday December 9, 2022** (5 PM MST). The final report must include: 1) summary statement of your career plan (at this point in time), 2) your planned technical electives, 3) summer internship strategy, and 4) a summary of the speakers/topics that you found useful during the semester. You are to submit one single file to D2L. Final reports are graded on a 100-point scale and partial credit can be given for reports that don't address the learning objectives of the course.

Grading:

Engagement		30%
Reflections		30%
Resume		10%
Draft Resume	2%	
Final Resume	5%	
LinkedIn Profile	3%	
Career Fair Report		5%
Plan of Study		5%
Engineering Ethics pre & Post -Assessment Quiz		10%
Final Report		10%

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

Final Examination: There is no final examination for this course.

Incomplete I) or Withdrawal (W) Grades: Requests for incomplete (I) or withdrawal (W) must be made in accordance with University policies, which are available at http://catalog.arizona.edu/policy/grades-and-grading-system#incomplete and http://catalog.arizona.edu/policy/grades-and-grading-system#Withdrawal respectively.

Dispute of Grade Policy: If you wish to dispute the grade on a reflection, resume, career fair report, plan of study, ethics quizzes, or final report, you are required to notify the instructor within two (2) weeks of the due date of the assignment.

Covid-19 Considerations: The latest University of Arizona Covid-19 information is available at: https://covid19.arizona.edu/updates. We will follow the university guidance and comply with directions regarding face coverings, physical distancing,

Classroom Attendance Policy:

- If you feel sick or may have been in contact with someone who is infectious, stay home. Except for seeking medical care, avoid contact with others and do not travel.
- Notify your instructor(s) if you will be missing a course meeting or an assignment deadline.
- Non-attendance for any reason does not guarantee an automatic extension of 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, you should contact the Dean of Students Office DOS-deanofstudents@email.arizona.edu to share documentation about the challenges you are facing.
- Voluntary, free, and convenient COVID-19 testing is available for students on Main Campus.
- If you test positive for COVID-19 and you are participating in on-campus activities, you must report your results to Campus Health. To learn more about the process for reporting a positive test, visit the Case Notification Protocol.
- COVID-19 vaccine is available for all students at Campus Health.
- Visit the UArizona COVID-19 page for regular updates.

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 class. 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: At the University of Arizona, we strive to make learning experiences as accessible as possible. If you anticipate or experience barriers based on disability or pregnancy, please contact the Disability Resource Center (520-621-3268, https://drc.arizona.edu/) to establish reasonable accommodations.

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: https://deanofstudents.arizona.edu/student-rights-responsibilities/student-academic-integrity-resources.

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
https://deanofstudents.arizona.edu/
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
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
Phone: 520-621-5767

Campus Pantry:
Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in the course, is urged to contact the Dean of Students for support. In addition, the University of Arizona Campus Pantry is open for students to receive supplemental groceries at no cost. Please see their website at: *campuspantry.arizona.edu* for open times.
Furthermore, please notify me if you are comfortable in doing so. This will enable me to provide any resources that I may possess.

Subject to Change: 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.