

**SIE 695A**  
**Systems and Industrial Engineering/Engineering Management**  
**Graduate Seminar**  
**Spring 2022**

**Class hours:** Thursday 2:00-3:15 PM (we will ask some of the speakers to stay and talk with students until 3:30). Special times for faculty candidates and special speakers will be established throughout the semester (please try and participate in these important events)

**Classroom:** ENGR 301, except for special seminars that may be held using Zoom. Zoom information will be provided.

**Course URL:** <http://www.d2l.arizona.edu> (where you need to login with Arizona account)  
D2L will be used for submission of assignments as well as information about upcoming speakers.

**Instructor:** Larry Head

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**Office hours:** By appointment (please e-mail to setup a time)

**Purpose:** The Department Seminar is a weekly meeting where notable researchers present their work to SIE faculty and students. It is intended to engage the research community in interesting and relevant topic and help PhD students learn about broad research topics in our profession.

**Prerequisites:** SIE Graduate Student

**Text:** N/A.

**Objectives:** SIE Graduate Student

1. Expose PhD students to a wide variety of SIE related research
2. Help PhD students understand potential career opportunities (e.g., academia, research, industry)

**Work Required:**

1. Research **Statement:** Prepare a 1-2 page statement of your research interests. What are your interests? What is your research area? Who is your advisor? What are your goals? A faculty position? National Laboratory? Industry? Other?
2. Engagement: Attendance and engagement with speakers, faculty, and fellow students is **highly** emphasized. Attending the live seminar in person is required, except when the seminar is only available via zoom, and asking questions is encouraged. Many of our seminars this semester will be faculty candidates and engagement will include participation in “meet the candidate” sessions that are normally scheduled following the seminar.
3. Seminar **Reflection:** For each seminar, a reflection statement is required. Each reflection should provide an overview about the speaker and the topic (not a copy of the abstract, but a summary in your own words about what was presented); identify any specific information that you found relevant to your research, and other observations of interest. Each reflection should be approximately ½ to 1 page in length and submitted to the course D2L site before

the start of the seminar the following week. [**This rule is strictly enforced**]. [Generally, 1 week will be allowed for each seminar reflection.]

4. Curriculum Vitae. Prepare a curriculum vitae (CV) using the format required for promotion and tenure at the University of Arizona ([https://facultyaffairs.arizona.edu/sites/default/files/2020-21\\_04\\_CT\\_PT\\_CV%20and%20Collaborators.pdf](https://facultyaffairs.arizona.edu/sites/default/files/2020-21_04_CT_PT_CV%20and%20Collaborators.pdf))

### **Grading: (PASS/FAIL)**

1. Research Statement: 10%
2. Engagement\*: 40%
3. Reflections\*: 40%
4. Curriculum Vitae: 10%
5. 80% Completion Required for PASS.

\*Since we will have many faculty candidates this semester, a minimum of 15 Engagements and Reflections are required.

**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.

### **Course Rules:**

1. 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.
2. **Class attendance:**
  - a. 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.
  - b. Notify the instructor if you will be missing a seminar, or you will miss an assignment deadline.
  - c. Non-attendance for any reason does not guarantee an automatic extension of due date or rescheduling of examinations.
  - d. Please communicate and coordinate any request directly with the instructor.
3. Students are not allowed to use cell phones during the class.
4. Plagiarism is not allowed to any extent for the assignments.
5. Threatening behavior by students is prohibited (refer to the University policy at <http://policy.web.arizona.edu/~policy/threaten.shtml>).
6. Students with Disabilities: If you anticipate the need for reasonable accommodations to meet the requirements of this course, you must register with the Disability Resource Center and request that the DRC send the instructor official notification of your accommodation needs as soon as possible. Please plan to meet with me by appointment or during office hours to discuss accommodations and how my course requirements and activities may

impact your ability to fully participate.

**Inclusive Excellence:**

Inclusive Excellence is a fundamental part of the University of Arizona's strategic plan and culture. As part of this initiative, the institution embraces and practices diversity and inclusiveness. These values are expected, respected and welcomed in this course.

This course supports elective gender pronoun use and self-identification; rosters indicating such choices will be updated throughout the semester, upon student request.

**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](mailto: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: <http://deanofstudents.arizona.edu/academic-integrity/students/academic-integrity>.

**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

**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](http://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.