

TENTATIVE PENDING UPDATES
VILLANOVA UNIVERSITY
Department of Electrical & Computer Engineering

ECE 2800 - Professional Development Seminar - Fall 2020

Thursday, 02:40 pm to 05:10 pm
Version: REV 2

COORDINATOR

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Office Hours: By appointment over Zoom

COURSE OUTLINE

TECHNICAL COMMUNICATION

- Resume and Job Application Letter
- Electronic Mail and Etiquette
- Memoranda
- Technical Reports
- Elements of Effective Oral Presentation

OUT-OF-CLASS ACTIVITIES

- Career Fair Attendance (Fall & Spring)
- Pitch Day & Senior Project Presentations (Spring)

LIFE-LONG LEARNING

- Senior Electives
- Graduate School
- Continuing Education
- Performing Secondary Research

PROFESSIONAL PRACTICE

- Ethics in the Workplace
- Engineering Codes of Ethics
- Professional Societies
- Professional Licensure
- Intellectual Property

CAREER DEVELOPMENT

- Career Planning
- The Job Search
- Interviewing Techniques
- Networking
- Mentoring
- Project Management Skills
- Team-building Skills

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ACADEMIC INTEGRITY

The Villanova University Academic Integrity Code FAQ can be accessed at <https://www1.villanova.edu/villanova/provost/resources/student/policies/integrity.html>

Grade Scale

A: 93 - 100, A-: 90 - 92,
B+: 87 - 89, B: 83 - 86, B-: 80 - 82,
C+: 77 - 79, C: 73 - 76, C-: 70 - 72,
D+: 67 - 69, D: 63 - 67, D-: 60 - 62,
F: ≤ 59

ATTENDANCE

Attendance is required for every session of the course and will be taken via an attendance sheet. Permission for an excused absence will be granted only for the most serious personal emergency. An unexcused absence is subject to one of the following penalties to the final grade:

**02 percentage points per unexcused absence from a weekly session,
10 percentage points for an unexcused absence from Career Fair,
15 percentage points for an unexcused absence from the Oral Presentation.**

These penalties will be deducted from the final grade as determined by the other course requirements.

GRADING & DEADLINES

Late submission of the Resume, Professional Ethics, Career Plan, Mentoring, or Written Proposal assignments will result in a deduction of 2 percentage points from the final grade per business day per offense. This penalty will be deducted from the final grade as determined by the other course requirements.

OFFICE of DISABILITY SERVICES

It is the policy of Villanova to make reasonable academic accommodations for qualified individuals with disabilities. If you are a person with a disability (non-physical) please register with the Learning Support Office by contacting Learning.support.services@villanova.edu or 610-519-5176 as soon as possible. Registration is needed in order to receive accommodations.

The Office of Disability Services collaborates with students, faculty, staff, and community members to create diverse learning environments that are usable, equitable, inclusive and sustainable. The ODS provides Villanova University students with physical disabilities the necessary support to successfully complete their education and participate in activities available to all students. If you have a diagnosed disability and plan to utilize academic accommodations, please contact Gregory Hannah, advisor to students with disabilities @ 610-519-3209 or visit the office on the second floor of the Connelly Center.

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PROGRAM OUTCOMES AND OBJECTIVES

The Program Outcomes applicable to ECE 2800 are: 1, 3, 4, 5, 7

The Program Outcomes are that graduates of the Computer Engineering and Electrical Engineering programs have:

1. an ability to identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics.
3. an ability to communicate effectively with a range of audiences
4. an ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts.
5. an ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives.
7. an ability to acquire and apply new knowledge as needed, using appropriate learning strategies.

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CLASS SCHEDULE (Tentative pending guest speaker confirmation)

SESSION	MONTH	DATE	ACTIVITY
01	AUGUST	20 Thursday	Introduction and Overview
02		27 Thursday	Engineering Professional Organizations and Codes of Ethics.
03	SEPTEMBER	3 Thursday	Announcements on Course Material Ed Dougherty Guest Speaker – Small Business/Entrepreneur
04		10 Thursday	No Class. Attend Career Fair on Thursday, September 10 th . Virtual Event 4:00-7:00 pm. Information at: https://app.joinhandshake.com/career_fairs/15440/employer_preview?token=5BlhnX4GH_E1F73yVTnTWQoXE2b4JZtbS5WFo69vw_3-NYOrEtH-OQ and https://app.joinhandshake.com/career_fairs/15440/employer_preview?token=5BlhnX4GH_E1F73yVTnTWQoXE2b4JZtbS5WFo69vw_3-NYOrEtH-OQ
05		17 Thursday	Ethics in the workplace video and reflection.
06		24 Thursday	Announcements on Course Material Alfred Frye Falvey Library Professional Publications and Information
07	OCTOBER	1 Thursday	Announcements on Course Material Beth Cahill Guest Speaker from Career Center Approaches to Career Development and Handshake
08		8 Thursday	Announcements and Oral Presentation Strategies Vincent Tolotta Guest Speaker Large Engineering Organizations
09		15 Thursday	Announcements on Course Material Art Ryan, Head Engineering Industrial Advisory Board Broad Based Strategies and Networking
10		22 Thursday	Preparation for Oral Presentations Video
11		29 Thursday	Oral Presentations Video

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12	NOVEMBER	5 Thursday	Oral Presentations Video
13		12 Thursday	Oral Presentations Video
14		19 Thursday	Review Presentation + CATS
		26 Thursday	NO Class Thanksgiving

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CLASS ASSIGNMENTS

Course Activity NOTE: ALL SUBMITTED ASSIGNMENTS MUST BE IN <u>PDF</u> FORMAT	Submission Deadline	% Final Grade
Assignment 01 Career Fair Attendance & Participation Required	September 10, 2020	5%
Assignment 02 Ethics Video Pre and Post Deliberation on Choices	September 17, 2020	5%
Assignment 03 Resume Preparation Upload your Resume to Career Center. To Upload Your Document: Log into Handshake where you can upload to the career center. <i>Did you know that once you upload a resume you can apply directly to employment opportunities</i> <u>NOTE: UPLOAD A PDF COPY TO BLACKBOARD</u>	September 24, 2020	10%
Assignment 04 Team Project Partnering Form	September 24, 2020	5%
Assignment 05 Contemporary Ethics Writing Assignment	October 1, 2020	15%
Assignment 06 Career Plan	October 7, 2020	5 %
Assignment 07 Join the Villanova LinkedIn Mentoring Network	October 15, 2020	5%
Assignment 08 CANCELLED	November TBA, 2020	5%
Assignment 09 Oral presentations of team Case Study	November TBA, 2020 November TBA, 2020	15%
Assignment 10 Turn in copies of video for oral Team Case Study (MP4 Format Only)	November 5, 2020	10%
Assignment 11 Turn in Team Written Proposal (PDF Format Only)	November 12, 2020 Tuesday	15%
Assignment 12 Individual team review of oral presentation	November 12, 2020 November 19, 2020	5%