

Professional Seminar

ECH 4934

Face-to-face section: 1G67

Online section: OL28

- **Class Periods:** Wednesday (3:00 – 3:50 pm)
- **Location:** Face-to-face section: CSE E222
Online section: <https://ufl.zoom.us/j/94310626420?pwd=WGRVeWJ6WHpjVGFXN2FtRnVXZjgyQT09>
Passcode: 976499
- **Academic Term:** Spring 2021

Instructor: Dr. Fernando Mérida
(Wednesday sections)

- e-mail: fmerida@ufl.edu
- Office hours: Tuesday, 4:00 – 5:00 pm
<https://ufl.zoom.us/j/92104300425> (no passcode)
- Please call me Prof./Dr. Mérida, or “Fernando”*

Co-Instructor: Dr. LiLu Tian Funkenbusch
(Tuesday sections)

- e-mail: lilu.funkenbusch@ufl.edu
- Office hours: TBD
- Please call me Dr. Funkenbusch.

* Remember that calling your instructors by their names must encompass the same level of professionalism and respect than using professional titles.

Contacting Dr. Mérida:

- E-mail messages is the primary communication platform for this class. The secondary platform is Canvas messages. Make sure the subject line of your message has the label “ECH 4934 -Section-Question” (“section” can be F2F or Online. You should expect a response within 48 hours (M-F) and within 72 hours (weekend).
- Office hours will be held only during dates and times indicated above (Instructor Information). Even though online office hours will be open to all students, priority will be given to students that have scheduled a time slot in advance.
- Announcements will be periodically posted on Canvas. All students must signed-up to receive Canvas announcement notifications during the term.

Course platform and meeting information:

This course has a hybrid platform with one face-to-face (F2F) and one online section for the ongoing term. Zoom links to online section and office hours are provided above. For technical issues regarding the use of Zoom and/or Canvas please visit the [help desk website](#) or call 352-392-4357. Zoom meetings will require the use of audio and video. Please check the section Student Privacy regarding recorded materials.

Course Description

(1 credit) Discussion of issues associated with development of professional careers in Chemical Engineering. Topics include career pathways for Chemical Engineers, communication skills in the professional environment, and resources for a successful career path within an ethical environment.

Course Pre-Requisites / Co-Requisites: None

Required Textbooks and Software

No textbook. Additional materials and literature elements will be provided.

Course Objectives and Outcomes

1. Identify the main career pathways for undergraduate students of Chemical Engineering
2. Identify the types of industries with high prospective career opportunities for Chemical Engineers highlighting those with potential for internships, Co-ops, and full-time opportunities.
3. Identify Graduate School programs (i.e. Master and Doctorate) and other post-graduate professional opportunities, and learn basic elements of application process, school selection, and specialization areas.
4. Plan a successful attendance to the UF Career showcase by identifying/using the available resources of the UF Career Connection Center.
5. Improve relevant communication skills in the professional environment.
 - 5.1 Preparation/improvement of professional documents such as Resume, Curriculum Vitae, Cover Letters, and LinkedIn profile.
 - 5.2 Practice of mock interview, elevator pitch, and oral presentations.
6. Identify other resources for successful career paths such as student/professional associations and memberships
7. Identify strategies to overcome challenges in various career pathways by learning from real-life experiences.
8. Identify the process of ethical decision-making based upon professional ethical codes and the role of underrepresented minorities in professional career pathways.
9. Prepare oral presentations based upon a contemporary issue in Chemical Engineering.

Professional Component (ABET):

This course contributes 1 credit hour toward meeting the minimum 48 credit hours of Engineering Topics required in the basic-level curriculum for the Bachelor of Science Degree in Chemical Engineering.

Relation to Program Outcomes (ABET):

Outcome	Coverage
1. An ability to identify, formulate, and solve engineering problems by applying principles of engineering, science, and mathematics	
2. An ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors	
4. An ability to communicate effectively with a range of audiences	Medium
5. 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	Medium
6. 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	Medium
7. An ability to develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions	
8. An ability to acquire and apply new knowledge as needed, using appropriate learning strategies	

*Coverage is given as high, medium, or low. An empty box indicates that this outcome is not covered or assessed in the course.

Course websites

- **Canvas website:** <http://elearning.ufl.edu/>

Canvas will be used as the main repository of information for the course as well as other resources for preparation of assignments, projects, etc. It will also be used for posting of grades, announcements, and general information for the class.

- **CATME**

This software will be used for group formation and team evaluations.

Groups

Group formation will be performed via CATME's team building algorithms according to instructor-determined criteria, aiming to optimize the student team composition thus making groups more diverse, heterogenous, and having similar meeting times outside the class. Groups will be comprised of 4 members (5 members might be required in some cases, depending on class enrollment)

Course Schedule

The complete schedule is shown in the table below. This schedule is subject to change, especially due to availability of guest lecturers. If this is the case, students will be informed via Canvas announcements.

WEEK	DATE	TOPIC
1*	Jan 13 th	Course Introduction and Syllabus Overview
2	Jan 20 th	**Guest Lecturer: Career Connections Center
3	Jan 27 th	Industry Career Pathways
4	Feb 3 rd	Resume Workshop
5	Feb 10 th	No class due to Career Showcase (Attendance Required)
6	Feb 17 th	*Guest Lecturer: Industry Speaker #1
7	Feb 24 th	Graduate School Pathways
8	Mar 3 rd	*Guest Lecturers: Panel on Graduate School
9	Mar 10 th	*Guest Lecturer: Industry Speaker #2
10	Mar 17 th	*Guest Lecturer: International Center
11	Mar 24 th	Elements of Oral Presentations
12	Mar 31 st	*Guest Lecturer: Dial Center for Oral and Written Communication
13	Apr 7 th	*Guest Lecturer: Ethics
14	Apr 14 th	*Guest Lecturer: Diversity/Inclusion
15*	Apr 21 st	Best of presentations

*Classes with mandatory attendance

** Guest Lectures will be in a virtual platform (all students online)

Online Course Recording

Our class sessions may be audio visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

F2F Course Policy in Response to COVID-19

- Complete a screening questionnaire via ONE.UF, book a COVID-19 test with UF Health, and get tested before the first day of in-campus classes. Regular screening and testing will be required for students in F2F classes throughout the semester. You can access this information [here](#).
- Students are required to wear approved face coverings at all times during classes and within buildings.
- Physical distancing must be kept at all times. Our classroom has a maximum capacity this semester to meet the appropriate physical distancing requirements established by UF. There might be moments during classes when close proximity for very small time periods will be required. However, they will be kept to a minimum.
- Hands sanitizer will be available in the classroom and students are highly encouraged to bring a pocket size hand sanitizer with them.
- **Upon entering the classroom, students must sanitize their hands keeping appropriate physical distancing. This will be done at the beginning of each class.**
- **If you are experiencing COVID-19 symptoms or have been in close proximity to someone infected with the virus, please use the UF Health screening system immediately and follow the instructions on whether you are able to attend class (see below).**
- Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work. [Find more information in the university attendance policies.](#)

Homework Assignments

- Details for each assignment will be provided in Canvas and discussed in class.
- All assignments described below are individual except by the Presentation Project.
- Submission of assignments will be via Canvas. For group assignments, only one member needs to upload the assignment.
- All assignments must be submitted by the deadline stated in Canvas for full credit. **Canvas will lock submissions at 11:59pm on the due date.** The only exceptions are for excused absences consistent with the University policy (see more information below). The instructor must be informed no later than 48 hours after the deadline of the missing assignment or the assignment will not be accepted, even if the absence was excused.
- **All students are responsible for ensuring that Canvas submissions were successful. You can confirm this by clicking "refresh" after any submission. No late submissions via e-mail will be allowed.**

[X] - #	DUE DATE	ASSIGNMENT TITLE AND DESCRIPTION
QUIZ-1	Jan 19 th	<u>Syllabus Quiz</u> Take a quiz to make sure you read the syllabus. Quiz will be available via Canvas and must be taken before the due date, not on the due date.
HW-1	Feb 2 nd	<u>Industry Pathways and Resume</u> <ul style="list-style-type: none"> Choose one company that hires chemical engineers and interests you. Include the name, logo, a brief description of company operations, a description of three main products or services produced by the company, the justification why a Chemical Engineer would be a good fit, and up to 3 available opportunities for Chemical Engineers on the company's career website. Create or update a copy (one page) of your resume. It will be reviewed by your instructor and a small group of your peers during class
HW-2	Feb 16 th	<u>Attendance to Career Showcase</u> Submit an evidence of your attendance (either physical or virtual) at the Career Showcase <i>More details will be provided in Canvas</i>
HW-3	Mar 2 nd	<u>Graduate School Pathways</u> List three graduate programs of your interest (PhD, Master, or professional schools such as Medicine, Law, etc.). Each option must have a brief description of the program including University, city/state, and reasons for choosing that program/University. For PhD programs, include potential research areas and advisor.
HW-4	Mar 16 th	<u>Professional Development Reflection - Introduction</u> Prepare a one-page Professional Development Reflection addressing the following: <ul style="list-style-type: none"> Your professional skills, personal skills, strengths, and weak points Your plans after graduation Where you see yourself 5 years after your graduation Your ideal job and reasons why A job you do NOT see yourself doing and reasons why
HW-5	Apr 13 th	<u>Ethics and Student Organizations</u> <ul style="list-style-type: none"> Read the three assigned ethical codes (AICHE, ACS, NSPE). Prepare a comparison table on similarities, differences, and additional comments. There will be an in-class discussion of an ethical dilemma. Choose three student professional organizations. For each option, provide a brief description, website and/or social media link, and contact information of the president. If you are already a member of any of these organizations, please provide a proof of your registration and/or involvement.
HW-6	Apr 20 th	<u>Professional Development Reflection - Revision & Conclusions</u> Review your Professional Development Reflection. Comment on what has changed from your original reflection and the reasons for these changes/improvements/additional challenges, etc. Use the original file and do not delete the original text; just make text additions with a different color font to distinguish your updated reflection from that made earlier in the semester.
HW-7	Apr. 27	<u>Career Development Events, Seminars, and Student Association Meetings</u> See information below

Career development events, seminars, and attendance to student associations meeting

- Throughout the semester, attendance to different activities is required: a) career development events, b) seminars, and c) student association meeting. **You are required to attend one of each.** These activities will be **outside of class time** and they can be either face-to-face or online.
- Career Showcase and Guest Lectures offered during the class time **do not** count toward any of the three activities required for this assignment.
- Some of these activities will be announced via Canvas, but every student is responsible for identifying these activities based on his/her own interest. Links to Career Connections Center and UF Student Activities & Involvement are provided below
 - Career Connections Center:* <https://career.ufl.edu/>
 - Student Activities & Involvement:* <https://studentinvolvement.ufl.edu/>
- For each activity you will prepare a summary with information such as date and title of the activity, name of the speaker, association, or sponsoring entity and affiliations, brief description of the contents of the talk/meeting, and benefit for the professional goals of the student.

- The three summaries will be compiled into a single Word/PDF document which will be submitted via Canvas.
- The deadline to submit this assignment is April 27th. This does not mean that you will wait until then to attend the three required activities. You have the entire semester to identify and attend the required activities, and to submit the summaries anytime before April 27th.
- **This assignment is mandatory. Failure to complete this assignment will result in failing letter of grade for this course.**

Presentation Project

- The table below provides an overview of the project. Specific details will be provided in Canvas and discussed in class.
- The Presentation Project is a **group project**. Each phase of the project will require one single submission (Canvas settings for project phases will be configured to be “group assignments”).
- Groups will be assigned by mid-January using CATME Team Maker tools.
- No late submissions will be allowed unless there is a justifiable reason.

PHASE	DUE DATE	PROJECT PHASE DESCRIPTION
I	Feb 9 th	<u>Phase I: Topic Choice</u> File to submit: Word or PDF Choose 3 topics from the list provided, or you may choose your own with instructor approval, and write a short outline for each. Specifics will vary based on topic, but an example would be to introduce global climate change, narrow in with an introduction to a specific alternative energy source (such as solar), then outline different types or forms of that energy source (i.e. solar water heater, photovoltaic panels, etc.), then end with a discussion of the pros and cons of the technology
II	Mar 9 th	<u>Phase II: Presentation Draft</u> File to submit: PowerPoint Your group should put together a draft presentation by combining ideas from Phase I. A PowerPoint file should be submitted (one per group); suggested sections will be available in Canvas. Phase III will involve a talk ~ 15-minute long so you should plan to have each group member speak for roughly 3 minutes.
III	Apr 6 th	<u>Phase III: Oral presentations and submission of video files and evaluation forms</u> Item to submit: Link to video recording Record yourself and your groupmates giving the presentation. Upload this file to MediaSite or another file sharing site. Make sure the instructor can easily access the video using the link you submitted. Be sure that the permissions are set appropriately.
IV	Apr 20 th	<u>Phase IV: Peer evaluations</u> Fill out an evaluation of yourself and your groupmates via CATME for the presentation project.

Attendance Policy, Class Expectations, and Make-Up Policy

- **Class attendance is mandatory.** Up to three unexcused absences will be allowed; a failing grade in the class will occur if a student has four or more unexcused absences.
- Class attendance will be monitored for F2F and online sessions.
- Class attendance accounts for most of the participation grade (see evaluation of grades)
- **The first and last day of class** have a strictly mandatory policy unless there is a justifiable reason to support an excused absence. Students missing these classes will contact course instructors as soon as possible.
- Excused absences must be consistent with university policies in the undergraduate catalog (<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>) and require appropriate documentation.

What should I do if someone I live with or have frequent contact with tests positive or starts showing symptoms? What should I do if I test positive or start showing symptoms?

-Prepared by Dr. LiLu Funkenbusch-

1. First and foremost, stay home. Do not come to the classroom and put others at risk.
2. File a report with UF Screen, Test, and Protect (STP). Arrange to get tested and/or plan to quarantine. This will change your status to “not cleared” to return to campus. **You may not come into the lab without at least one negative test result after your symptoms are gone or after the full 2-week quarantine period.** Either one of these should change your “not cleared” status back to “cleared”. We cannot mandate testing, but you will not be allowed back into the building without “cleared” status.
3. Tell me and your group. You do not need to provide full details (and I legally cannot obligate you to share medical information) but let everyone who needs to know that you won't be in lab for at least one week. Hopefully, you either are not sick or have a mild/asymptomatic case and can still help your group with data analysis/report writing, but whatever the case, we will make it work.
4. Finally, make sure that you follow up with UF for the contact tracing / quarantine interview.

Following and enforcing these policies are all our responsibility. Failure to do so will lead to a report to the Office of Student Conduct and Conflict Resolution, the revocation of lab/building access, and grade penalties, up to and including failing the course.

Evaluation of Grades

ASSIGNMENT	% FINAL GRADE
HOMEWORK (7)	50%
QUIZZES (1)	5%
PRESENTATION PROJECT	25%
CAREER EVENTS/SEMINARS*	10%
PARTICIPATION^	10%
TOTAL GRADE	100%

*Failure to complete this assignment will result in failing grade for this course.

^Participation grade will be a combination of assessment done by course instructors on student attendance, completion of peer-evaluations, and active participation in class.

Grading Policy

PERCENT	GRADE	GPA
93.4 - 100	A	4.00
90.0 - 93.3	A-	3.67
86.7 - 89.9	B+	3.33
83.4 - 86.6	B	3.00
80.0 - 83.3	B-	2.67
76.7 - 79.9	C+	2.33
73.4 - 76.6	C	2.00
70.0 - 73.3	C-	1.67
66.7 - 69.9	D+	1.33
63.4 - 66.6	D	1.00
60.0 - 63.3	D-	0.67
0 - 59.9	E	0.00

More information on UF grading policy may be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Students Requiring Accommodations

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, <https://www.dso.ufl.edu/drc>) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Course Evaluation

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.ua.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.ua.ufl.edu/public-results/>.

University Honesty Policy

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code (<https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

Commitment to a Safe and Inclusive Learning Environment

The Herbert Wertheim College of Engineering values broad diversity within our community and is committed to individual and group empowerment, inclusion, and the elimination of discrimination. It is expected that every person in this class will treat one another with dignity and respect regardless of gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture.

If you feel like your performance in class is being impacted by discrimination or harassment of any kind, please contact your instructor or any of the following:

- Your academic advisor or Graduate Program Coordinator
- Robin Bielling, Director of Human Resources, 352-392-0903, rbielling@eng.ufl.edu
- Curtis Taylor, Associate Dean of Student Affairs, 352-392-2177, taylor@eng.ufl.edu
- Toshikazu Nishida, Associate Dean of Academic Affairs, 352-392-0943, nishida@eng.ufl.edu

Software Use

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

Student Privacy

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see: <https://registrar.ufl.edu/ferpa.html>

Campus Resources:

Health and Wellness

U Matter, We Care:

Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

Counseling and Wellness Center: <http://www.counseling.ufl.edu/cwc>, and 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

Sexual Discrimination, Harassment, Assault, or Violence

If you or a friend has been subjected to sexual discrimination, sexual harassment, sexual assault, or violence contact the [Office of Title IX Compliance](#), located at Yon Hall Room 427, 1908 Stadium Road, (352) 273-1094, title-ix@ufl.edu

Sexual Assault Recovery Services (SARS)

Student Health Care Center, 392-1161.

University Police Department at 392-1111 (or 9-1-1 for emergencies), or <http://www.police.ufl.edu/>.

Academic Resources

E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu.
<https://lss.at.ufl.edu/help.shtml>.

Career Resource Center, Reitz Union, 392-1601. Career assistance and counseling. <https://www.crc.ufl.edu/>.

Library Support, <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.
<https://teachingcenter.ufl.edu/>.

Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers.
<https://writing.ufl.edu/writing-studio/>.

Student Complaints Campus: https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf.

On-Line Students Complaints: <http://www.distance.ufl.edu/student-complaint-process>.