

Professional Seminar

ECH 4934 Section 4B66, OL29

Class Periods: Tuesday, Period 7 (1:55 pm – 2:45 pm)

Location: PSY0129 and/or Zoom meetings (Online section and guest speaker lectures)

Academic Term: Spring 2021

Instructor: Dr. LiLu Tian Funkenbusch

- e-mail: lilu.funkenbusch@ufl.edu
- Office hours: By appointment
<https://ufl.zoom.us/j/97566045321>

Please call me Prof./Dr. Funkenbusch

Co-Instructor: Dr. Fernando Mérida

- e-mail: fmerida@ufl.edu
- Zoom Office hours: TBD
<https://ufl.zoom.us/j/97566045321>
- You can call me Prof./Dr. Mérida, or “Fernando” if you feel comfortable by doing it so.

Contacting Us:

- E-mail is the preferred communication platform. Please make sure the subject line of your e-mail has the label “ECH 4934 – Question”. Please expect a response within 36 hours (M-F) and within 48 hours (weekend). We both teach multiple classes, so properly labelling your email will speed up response times.
- Normally, we have an “open door” policy where you can stop by any time that we are in our offices. This semester, however, physical meetings will not be taking place. You can still arrange Zoom meetings outside of regularly scheduled office hours, please just email one or both of us to set up a time.
- Announcements will be periodically posted on Canvas, be sure to have your notifications turned on.

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.

Special Notes for Spring 2021

- All students are required to attend the course in the format for which they are enrolled (on campus or online).
- All sessions are held synchronously, and students are expected to attend all classes unless excused for reasons listed in the University Attendance Policy.
- All lectures will be recorded. These lectures may be used for future semesters. Please be aware of this if you choose to show your video or speak during classes.
- Covid-19 is an obvious factor in the attendance policy, and we can make arrangements if you are ill. Since this class has an online section, however, it is expected that Covid-19 will not have a significant impact on the course.
- Attendance for online classes will be monitored via Zoom. Be sure to set your name in Zoom to the one listed in the roster to avoid confusion and being penalized for an absence.

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	
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	
6. An ability to develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions	
7. An ability to acquire and apply new knowledge as needed, using appropriate learning strategies	

Course Schedule

The complete schedule is shown in the table below. Adjustments to the schedule may be required; if that is the case, students will be informed via Canvas announcements.

Week	Date	Topic
1	Jan. 12	Course Intro & Syllabus Overview
2	Jan. 19	*Guest Lecture: CCC (Erin Lin)
3	Jan. 26	Lecture: Industry Career Pathways
4	Feb. 2	Workshop: Resume Lab
5	Feb. 9	No Class: Career Showcase (Attendance Required)
6	Feb. 16	Lecture: Graduate School Career Pathways
7	Feb. 23	*Panel: Graduate School
8	Mar. 2	No Class: "Spring Break"
9	Mar. 9	*Guest Lecture: Industry Speaker #1
10	Mar. 16	*Guest Lecture: Industry Speaker #2
11	Mar. 23	*Guest Lecture: Industry Speaker #3
12	Mar. 30	*Guest Lecture: Public Speaking (Dr. Nagy)
13	Apr. 6	Lecture: Ethics
14	Apr. 13	*Guest Lecture: Diversity & Inclusion (Dr. Rivera-Jimenez)
15	Apr. 20	Final Presentations

**All students online (virtual guest speakers)*

Highlighted = Still scheduling w/ speakers

Note: *This schedule is subject to change. Announcements will be posted.*

Homework Assignments

- Details for each assignment will be provided in Canvas and discussed in class.
- All assignments described below are individual except for some parts of the project.
- Submission 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 below). The instructors 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 submission was successful. You can confirm this by clicking “refresh” after any submission. No late submissions via e-mail will be allowed.

[X] - #	DUE DATE	TITLE AND DESCRIPTION
CATME	Jan. 18	<u>CATME Team Maker Survey</u> Take a survey to be sorted into teams for the presentation project.
QUIZ-1	Jan. 18	<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	Jan. 25	<u>Industry Pathways</u> 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.
HW-2	Feb. 1	<u>Resume Lab</u> Create or update a copy (one page) of your resume. These will be reviewed by your instructors and a small group of your peers.
HW-3	Feb. 12	<u>Attendance to Career Showcase</u> Submit a screenshot of your virtual attendance at the Career Showcase.
HW-4	Feb. 22	<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-5	Mar. 1	<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
QUIZ-2	Mar. 15	<u>Speaker Quiz: ???</u>
QUIZ-3	Mar. 22	<u>Speaker Quiz: ???</u>
QUIZ-4	Apr. 5	<u>Speaker Quiz: ???</u>
HW-6	Apr. 12	<u>Ethics</u> 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.
HW-7	Apr. 12	<u>Student Organizations</u> 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.
QUIZ-5	Apr. 19	<u>Speaker Quiz: Dr. Nagy and/or Dr. Rivera-Jimenez</u>
HW-8	Apr. 19	<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.

Presentation Project

- The table below provides an overview of the project. Specific details will be provided in Canvas and discussed in class.
- The peer evaluation assignment will be individual.
- Your groups of 3 will be assigned via CATME between January 19th and 20th.
- No late submissions will be allowed unless there is a justifiable reason. (See above)

PHASE	DUE DATE	PROJECT PHASE DESCRIPTION
I	Jan. 25	<u>Phase I: Topic Choice</u> Your group should choose 3 topics from the list provided in Canvas, or you may create 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	Feb. 22	<u>Phase II: Presentation Draft</u> Your group should put together two draft presentations based on the topic instructors approve from Phase I. Two PowerPoint files should be submitted (per group). One presentation should be a “low technical” presentation designed for a K-12 audience. The other should be a “high technical” presentation designed for your peers in the class.
III	Mar. 29	<u>Phase III: Oral presentations and submission of video files and evaluation forms</u> Record yourself and your groupmates giving the presentation. Upload this file to MediaSite or another file sharing site. Make sure we (the instructors) can easily access this, be sure that the permissions are set appropriately. Upload a link to this video file in Canvas as your submission.
IV	Apr. 5	<u>Phase IV: Peer evaluations</u> Fill out an evaluation of yourself and your groupmates for the presentation project in CATME.

Career Development Events, Seminars, and attendance to student associations meeting

- Throughout the semester, attendance to 3 different activities is required: a) career development events, b) seminars, and c) student association meeting. These activities will be **outside of class time** and they can be online.
- 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.
- Seminars or career event talks offered during class time will not count toward the three talks required for this assignment.
- This assignment will be due April 19th.
- **This assignment is mandatory. Failure to complete this assignment will result in failing letter of grade for this course.**

Attendance Policy, Class Expectations, and Make-Up Policy

- Class attendance is mandatory. A failing grade will be given to a student with more than 1 unexcused absence.
- Class attendance accounts for most of the participation grade (see evaluation of grades)
- 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.

Evaluation of Grades

ASSIGNMENT	% FINAL GRADE
HOMEWORKS (8)	40%
QUIZZES (5)	15%
PRESENTATION PROJECT (3)	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 and active participation in class including peer evaluations.

Grading Policy

Percent	Grade	Grade Points
94.0 – 100.0	A	4.00
90.0 – 93.9	A-	3.67
87.0 – 89.9	B+	3.33
84.0 – 86.9	B	3.00
80.0 – 83.9	B-	2.67
77.0 – 79.9	C+	2.33
74.0 – 76.9	C	2.00
70.0 – 73.9	C-	1.67
67.0 – 69.9	D+	1.33
64.0 – 66.9	D	1.00
60.0 – 63.9	D-	0.67
0.0 – 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>

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

Some students will have face-to-face instructional sessions to accomplish the student learning objectives of this course. In response to COVID-19, the following policies and requirements are in place to maintain your learning environment and to enhance the safety of our in-classroom interactions.

- You are required to wear approved face coverings at all times during class and within buildings.
- This classroom has enough capacity to maintain physical distancing requirements. Please maintain appropriate spacing when possible. Experiments may require temporarily being closer to maintain chemical/physical safety.
- While UF has promised to sanitize classrooms, it is highly encouraged that you bring your own supplies to wipe down your individual desk.
- Practice physical distancing to the extent possible when entering and exiting the classroom. You should sanitize or wash your hands before and after coming to class.
- **If you are experiencing COVID-19 symptoms, please use the UF Health screening system and follow the instructions on whether you are able to attend class. *See below**
- With an excused absence, you will be given a reasonable amount of time to make up work.

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?

1. First and foremost, stay home. Do not come to class 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. You do not need to provide full details (and I legally cannot obligate you to share medical information) but let me know that you won't be in class for at least one week. Hopefully, you either are not sick or have a mild/asymptomatic case, 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.

*Note: If you are unable to get food/supplies to quarantine properly, let me know and I will help get you what you need. If, for whatever reason, you are unable to afford a test, please let me know and we will figure something out.

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 building access, and grade penalties, up to and including failing the course.

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>.