

Professional Seminar

ECH 4934 Section 6141

Class Periods: Thursday, period 9 (4:05 pm – 4:55 pm)

Location: NEB 0100

Academic Term: Fall 2019

Instructor:

Dr. Fernando Mérida

You can call me Prof./Dr. Mérida, or “Fernando” if you feel comfortable by doing it so. Remember that calling your instructors by their names must encompass the same level of professionalism and respect than using professional titles.

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Office: ChE Building, room # 217, Tel. 352-294-7504

Office Hours: Monday, period 8 (3:00pm – 3:50 pm).

*** Edits to some dates/times will be posted on Canvas

Contacting Dr. Mérida:

- 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).
- I have an open-door policy during office hours, so feel free to come in. Meeting outside office hours can be made by appointment via e-mail.
- When you come in, please first say your name (e.g. *Good afternoon, I am Daenerys Targaryen from the Seminar Class*). I will do my best to remember your name though it is challenging for a class with 70+ students!
- Announcements will be periodically posted on Canvas.

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

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 high 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):

Course objectives (plain numbers) are linked to program outcomes (bold numbers) as follows:

- 1 – 3 and 6 are linked to **6** and **7**)
- 4 – 5, and 9 are linked to program outcomes **4** and **7**)
- 7 and 8 are linked to program outcome **5**)

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 both analysis and synthesis in the engineering design process, resulting in designs that meet desired needs	
3. An ability to develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions	
4. An ability to communicate effectively with a range of audiences.	High
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.	High
6. An ability to recognize the ongoing need for additional knowledge and locate, evaluate, integrate, and apply this knowledge appropriately.	Medium
7. An ability to function effectively on teams that establish goals, plan tasks, meet deadlines, and analyze risk and uncertainty	Low

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

Required Textbooks and Software

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

Course Schedule

The complete schedule is shown in the table below. In case adjustments are required, these will be announced and updated in Canvas.

Week	Date	Topic
1	08/22*	Orientation meeting, course overview, introduction, and information for group formation.
2	08/29	Career pathways in Chemical Engineering: Industry
3	09/05	Communication skills and tools for careers pathways in Industry
4	09/12*	Invited speaker from CCC: "Optimizing your attendance to the Career Showcase"
5	09/19	Class workshop on mock interview, elevator pitch, and personal marketing
6	09/26*	Invited speaker from industry - "Being a full time R&D Engineer in the food and beverage industry - The UF ChE Alumni testimonial"
7	10/03	Career pathways in Chemical Engineering: Graduate School
8	10/10	Communication skills and tools for career pathways in Graduate School
9	10/17*	Panel on Graduate School by Junior Faculty of the CHE Department
10	10/24	Invited speaker from Graduate School - "Succeeding in specialized PhD programs from a student perspective"
11	10/31	Additional UF resources for building CHE professional pathways
12	11/07	The role of ethics, diversity, and underrepresented minorities (URM): Diversifying career pathways
13	11/14	Invited speaker from URM - "From the island to the space: Overcoming challenges for a Chemical Engineer to fly"
14	11/21*	Best of presentations. Instructions to prepare presentations will be given on class and posted on Canvas.
15	11/28	Thanksgiving (no class)

* Attendance to class these dates is mandatory. See the section "Make-up policy" for additional details.

Homework

- All assignments are group assignments as described in the table below. Please note that the assignment on contemporary issue presentations will require **individual presentations** (as described in HW-5) before choosing the best presentation per group (described in HW-7). Additional details will be provided in class and posted on Canvas.
- Homework submission will be made via Canvas in your corresponding group as a Word file. Only one member will upload the assignment file and it is expected that all group members rotate periodically in this task.
- Group assignments are mandatory and must be submitted no later than 10:00 am the day they are due for full credit (20% deduction/day thereafter. Maximum deduction is 60%)

HW - #	Due date	Homework topic
HW-1	08-27	<u>Group contact information:</u> Prepare a document with the following information: a) Name, b) e-mail, c) phone number, c) time/day outside the class that all group members can meet.
HW-2	09-10	<u>Industry Pathways:</u> 1. List five companies (random order) of your interest. Each option must have the name and logo, brief description of company operations, three main products or services along with their description, the justification why a Chemical Engineer would be a good fit, and up to 3 available opportunities for Chemical Engineers (if any) in the company's career website. 2. Prepare a draft version of your resume (one page maximum). Meet with your group to review resumes of your group members and provide feedback to each other. Each resume must be included in the same assignment file.
HW-3	09-24	<u>Professional perspectives – introduction:</u> 1. Build a LinkedIn profile; you will need a professional picture. Show a print screen of each individual member profile in different pages of the assignment (one page per each member). 2. Prepare a one-page (one page per group member) Professional Development Reflection addressing the following: a) List your professional skills, personal skills, strengths, and weak points (3 of each). b) plans after graduation, c) how do you see yourself 5 years after your graduation, d) your ideal job and reasons, and e) the job in which you do NOT see yourself, and reasons.
HW-4	10-15	<u>Graduate School Pathways:</u> 1. List three graduate programs of your interest (random order). Each option must have a brief description including University, research areas, and reasons for choosing the program/University. 2. Prepare a one-page group Graduate School personal statement draft following the guidelines discussed in class and those others found in relevant support materials.
HW-5	10-18	<u>Choose your contemporary issue topic for individual presentations:</u> 1. List the contemporary issue topic on Chemical Engineering for each group member. Each student will be free to choose the topic of preference but needs to be related to Chemical Engineering. From this point on, each group will have until November 19 to meet, deliver, and record individual presentations. Remember that you will need to coordinate with your group to schedule the out-of-class meeting to deliver your presentation, and it will require ~ 1.5 hours so plan your group meeting in advance.
HW-6	11-05	<u>Additional resources:</u> 1. Read the three assigned ethical codes* (see links at the end of this table). Prepare a comparison table on similarities, differences, and additional comments. 2. Second page: Read the assigned ethical dilemma and select your three preferred choices along with the reason why they were chosen. 3. Discuss with your group and list –random order- three professional organizations (student, social, religious, civic, underrepresented minorities, etc.) 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-7	11-19	<u>Evaluation of presentations and selection of a winner per group:</u> (See instructions in HW-5) 1. Upload the individual videos of presentations to your corresponding group in Canvas (100 MB max file size). This will account for the % of the grade corresponding to Presentations (see the "Evaluation of grades" section). 2. Use the evaluation sheet provided in Canvas to determine the winning presentation in your corresponding group. Submit the winner's name to the course instructor via e-mail.
HW-8	12-02	<u>Professional perspectives – revision:</u> Review your Professional Development Reflection (each group member must review its own Reflection, and then all reflections must be merged in the same file. What has changed and reasons? What is new and reasons? Any improvements? Additional concerns? 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.

Additional homework

Throughout the semester, attendance to different events and seminars is required and strongly encouraged. Make sure you have completed attendance to these activities by the last day of classes. Confirmation of attendance may be collected so make sure you have proof of your attendance whenever is possible.

- Attend at least three Career Development events such as ChemE Day, information session, Career Connection Center (CCC) workshop, corporate, department or student sponsored events, and/or Career Showcase.
- Attend at least three Alumni Speaker Series seminars. Dates, times, and locations will be posted on Canvas and www.che.ufl.edu

Attendance Policy, Class Expectations, and Make-Up Policy

- Class attendance is strongly recommended, but not mandatory (except by some specific classes, as described below). All the topics will be covered in class thus the preparation of assignments may require elements discussed in class. Also, attendance to class is an important component for the class participation portion of the grades (see "Evaluation of grades" section). For this reason, attendance to class is highly encouraged.
- Attendance to class on the following dates is mandatory and it will be verified by the course instructor: 08/22, 09/12, 09/26, 10/17, and 11/21. A maximum of one absence is allowed for these four classes as long as it is an excused reason. For excused absences (i.e. job/school interview, sports team activity, previously scheduled medical procedures), students need to communicate it in advance to the course instructor. 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.
- The use of cell phone in class is not allowed unless it is for purposes of the class. Emergencies or unexpected events occur, so if a phone call must be answered right away please inform the course instructor.
- The use of tablets and/or laptops may be required for some classes. This will be announced beforehand.

Evaluation of Grades

Assignment	% Final Grade
Seminars (3)	15%
Group assignments (7)	30%
Presentations	30%
Career Development activities	15%
Class participation*	10%

* The class participation grade will be a combination of assessment done by the course instructor on student participation in class (attendance, asking questions, actively participating in discussions, etc.) and also based on group evaluations which will be provided via Canvas.

Grading Policy

Percent	Grade	Grade points
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

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](mailto:title-ix@ufl.edu), 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>.