

Professional Development

The University of Toledo
College of Engineering
Chemical and Environmental Engineering
CHEE 1010 – 001 (CRN: 11916)

Instructors:	Tihah Ponnaiyan (Professor T) thehazhnan.ponnaiyan@utoledo.edu NI 1065A, 419 530-8099	Class Location:	PH 3020
	Andrea Joldrichsen andrea.joldrichsen@utoledo.edu NI 1040, 419 530-6028		
Teaching Assistant:	Greg Avery greg.avery@rockets.utoledo.edu	Class Day/Time:	T/11-11:50 AM
Office Hours:	We will accommodate student meetings at any time if available, otherwise may schedule by email	Credit Hours:	1
Term:	Spring 2016		

CATALOG DESCRIPTION: Social protocol and ethics in industry. Resume writing and interview skills are presented in preparation for the Co-op experience. Review of resource materials for technical and non-technical individual learning. Oral and written presentation techniques are emphasized.

COURSE OVERVIEW: This course addresses professionalism in the workplace. Students will develop an understanding of how to communicate professionally, the societal impacts of engineering, and potential career paths in chemical engineering. At the conclusion of the semester, students will have developed a resume, participated in a mock interview, and reviewed proper workplace etiquette in preparation for seeking and completing their first co-op work experience.

STUDENT LEARNING OUTCOMES: Department student learning outcomes addressed and assessed in this course include:

- d. an ability to function on multi-disciplinary teams
- f. an understanding of professional and ethical responsibility (including safety and environmental concerns)
- g. an ability to communicate effectively
- h. the broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context
- i. a recognition of the need for, and an ability to engage in life-long learning
- j. a knowledge of contemporary issues
- k. an ability to use the techniques, skills, and modern engineering tools necessary for engineering practice.

TEACHING STRATEGIES: Students are expected to come to class prepared to participate in the activity scheduled for that day. This includes reading assigned material and completing work assigned prior to class.

PREREQUISITES AND COREQUISITES: CHEE 1000 with minimum grade of D-

REQUIRED TEXTS AND ANCILLARY MATERIALS: None

TECHNOLOGY REQUIREMENTS: None

UNIVERSITY POLICIES: The University is an equal opportunity educational institution. Please read The University Policy Statement (Number 3364-50-03) on “Nondiscrimination on the basis of disability – Americans with Disability Act compliance”. A Google search for “3364-50-03, Nondiscrimination” retrieves the link (accessed 1/11/2016).

ACADEMIC ACCOMMODATIONS: The University of Toledo is committed to providing equal access to education for all students. If you have a documented disability or you believe you have a disability and would like information regarding academic accommodations or adjustments in this course please contact the *Student Disability Services Office* (RH 1820, 419 530-4981).

ACADEMIC POLICIES: Students are responsible for following all academic policies of the University. The student handbook is available at: <http://www.utoledo.edu/studentaffairs/index.html>. Academic policies can be read in their entirety on the Academic homepage: <http://www.utoledo.edu/policies/academic/undergraduate/index.html>.

Academic dishonesty will not be tolerated. If students are uncertain about what constitutes plagiarism or cheating they should seek the instructor's advice. For examples of Academic dishonesty please visit the policy webpage. Students found cheating or plagiarizing will be referred for appropriate disciplinary action.

COURSE EXPECTATIONS: Students are expected to be seated prior to the scheduled start of class and remain until class is dismissed. Cell phones, tablets, computers, and all other electronic communication devices should be turned off unless students are instructed otherwise. Late submission of assignments will not be accepted except in cases of illness, emergency, or prior instructor approval. Students are expected to attend every class and are graded in part on attendance. Students may request receipt of points for classes missed due to illness, emergency, or with prior instructor approval.

GRADING: Final grades will be assigned based on cumulative point total according to the following scale:
A (100-90), B (89-80), C (79-70), F (<70)

Points will be assigned based on the following activities:
Attendance and participation 45 points (3 points per class)
Resume approval 35 points
Company presentation 20 points

Note that your resume must be approved to receive full credit. No partial credit will be given.

Midterm grades will be assigned based on cumulative point total scaled by total points assigned as of March 8, 2016.

COMMUNICATION GUIDELINES: Students should send emails from their university accounts. All emails should include a subject line and signature.

STUDENT SUPPORT SERVICES: Student tutoring is available upon request.

COURSE SCHEDULE

Weekly schedule:

Week	Date	Topic
1	January 12	Introduction, syllabus review, small group activities
2	January 19	Co-op contract and process (AJ)
3	January 26	Group company presentations
4	February 2	Group company presentations
5	February 9	Group company presentations
6	February 16	Group company presentations
7	February 23	Group company presentations
8	March 1	Resume writing (AJ)
9	March 8	NO CLASS – SPRING BREAK
10	March 15	Co-op panel discussion
11	March 22	Societal impacts – Ethics
12	March 29	Societal impacts – Safety
13	April 5	Interview skills, attire, and etiquette (AJ)
14	April 12	Mock interviews
15	April 19	Building a culture of diversity
16	April 26	Interview discussions
17	Finals	No final exam