

ENES 114 and 116: Flexus and Virtus Seminar II

Spring 2023

Wednesdays, 4:00 – 5:15 pm

ESJ 0215 (unless otherwise noted)

Instructor Information

INSTRUCTOR:	Liza Lebrun
EMAIL:	llebrun@umd.edu
Office Hours:	by appointment
TF:	Angela Wong
EMAIL:	awong125@terpmail.umd.edu
Office:	1131 Martin Hall
Hours:	8:30 am – 10:00 am Wed / 12:00 pm – 4:30 pm Thurs

Course Description

This course is designed to assist you in becoming a successful student in engineering. You will be provided with information that will assist your success both personally, academically, and professionally. This course will focus on:

1. Enhancing professional and personal development
2. Developing self-confidence and self-efficacy in academic and technical ability
3. Identifying and employing strategies and skills for academic and professional success
4. Developing career commitment through networking, mentoring, and role models

Course Objectives

1. Students will expand upon their decision to major in engineering at UMD by exploring career possibilities, personal preferences, and academic expectations.
2. Students will improve skills essential to the study of engineering through training in group processes, interpersonal communication, and UMD technology competency.
3. Students will increase their awareness of campus resources and support services, including
 - Academic support services
 - Engineering Career Services
 - Personal and social support services
4. Students will synthesize new knowledge and skills through individual reflection and group activities.

Diversity Statement

The instructors of this course consider this classroom to be a place where you will be treated with respect, and welcome individuals of all ages, backgrounds, beliefs, ethnicities, genders, gender identities, gender expressions, national origins, religious affiliations, sexual orientations, ability – and other visible and nonvisible differences. All members of this class are expected to contribute to a respectful, welcoming, and inclusive environment for every other member of the class. The instructors of this course are committed to creating an open and inclusive environment in which diversity, opinions, unique perspectives, and others' worldviews are respected.

Course Policies

Participation

Active participation is highly valued. Students should let the instructors know beforehand if they expect to miss class. *If a class is missed, students should meet with instructors to discuss any missed material.*

Missed/Late Assignments

Students are expected to turn in all assignments, journals, papers, and projects at the beginning of the class on the due date or it will be considered late. If you plan to miss a class, it is your responsibility to turn in the assignment before the class in person (i.e., during office hours). There will be a 10% point deduction from the assignment for each day it is late.

Academic Integrity

The University of Maryland has a nationally recognized Honor Code, administered by the Student Honor Council. This code sets standards for academic integrity for all undergraduate and graduate students, and you are responsible for upholding these standards in this course. It is very important for you to be aware of the consequences for cheating, fabrication, facilitation, and plagiarism. For more information visit: <http://www.shc.umd.edu>.

Students who engage in academic dishonesty in this course will receive no points for the assignment and will be reported to the Honor Council and Office of Judicial Programs for further action. *There will be no warnings. Remember, it is never worth it!*

Religious Observances

Absence due to religious observance will not be penalized. However, it is the student's responsibility to notify the instructors within the **first three weeks** of class regarding any absence(s) for the entire semester.

Persons with Disabilities

Students with a documented disability should inform the instructors as soon as possible if academic accommodations are needed. Accommodations for individuals with disabilities can be arranged through the Disability Support Service (DSS), a division of the University Counseling Center. Please call 301.314.7682, e-mail dissup@umd.edu, or visit the Shoemaker Building for more information.

Special Accommodations

Any student with special needs or circumstances (work conflicts with outside activities, personal issues, etc.) should feel free to meet with the course instructors during office hours to discuss accommodations and/or special circumstances.

Grading Scale

In order to succeed in this class, all assignments must be completed. The following grading scale will be used:

- 90 – >100 A
- 80 – 89 B
- 70 – 79 C
- 60 – 69 D
- <59 F

Evaluation Process

COURSEWORK	TOTAL POSSIBLE	DUE DATE
Resume Assignment First draft review 2/1 & Final 2/3	5 points	2/3/23
Elevator Speech Video	5 points	2/8/23
Career Fair Prep Paper	8 points	2/8/23
Networking on March 29	10 points	3/29/23
Career Advice Mtg	12 points	A-L students March 1 M –Z students April 1
Company Research Presentation – 2 – 3 person team	20 points	PowerPoint - April 12 (Canvas upload) Presentation – April 12, 19, 26
Business Cards	5 points	2/22/23
Journal Entries	2 @ 5 points	2/22 and 4/26
Engineering Lab Tour	5 points	TBD
Participation/Professionalism	20 points	Entire Semester
TOTAL POINTS POSSIBLE	100 points	

Evaluation Criteria

Resume Critique (Submit on Canvas by 3:30 pm on due date)

Having an updated resume on hand will grow increasingly important as you continue at the University of Maryland. You will create your own up-to-date resume, and have it critiqued by the Engineering Career Services during either drop-in hours (in-person) or virtual appointments. Drop-in hours are from 8:30 am – 4:30 pm, Mon – Fri located in 1131 Glenn L. Martin Hall. You can schedule to have your resume critiqued during a virtual appointment using the instructions found at <https://eng.umd.edu/careers>. A staff member will review and sign your resume and if virtual you should take a screenshot of their revisions to improve your resume. You should turn in **both** your critiqued and your final corrected version.

Elevator Speech Video (Submit on Canvas by 3:30 pm on due date)

You will begin to prepare your speech in class and practice with fellow community members. Once you have prepared and practiced your elevator speech, record yourself giving the 30-second version. In the next class, you will memorize and present your elevator speech to employers at the career fair. Submit the video (or link to it) through Canvas.

Career Fair Prep Paper (Submit on Canvas by 3:30 pm on due date)

This assignment is an **extended** version of an elevator speech and you will go into **more** detail by picking each employer you will talk to at the career fair. The goal of this assignment is to find out why you are interested in this particular employer, questions you might ask at the fair, and to provide highlights of your related experience/skills that match up with the available positions or potential positions.

In addition to the campus-wide career fair, you may want to attend the Suit Up and Be Civil Networking Dinner (2/15), BioE, ChemE, MatE Networking Career Fair (3/10), and ECE Career Fair (3/10) during the semester.

Career Advice Meeting

You will make an appointment for a 30-minute career planning meeting with Liza. Before the meeting, you should generate at least **two questions** you would like to ask about your career path, find an internship/co-op of interest to you, read the cover letter handout, and write a draft of a cover letter for the internship you found.

Be sure to email these 4 documents before the meeting:

- | | |
|---|--------------------------------|
| 1) your most recent resume | 3) draft cover letter |
| 2) the job description for the internship/co-op | 4) your two questions for Liza |

Cover letter Handout: <https://eng.umd.edu/careers/students/job-search-tips>

Completion of the meeting by the due date is required.

Students with the last name A-L: Must sign up for a meeting and complete it by *March 1*

Students with the last name M-Z: Must sign up for a meeting and complete it by *April 1*

Networking Reception (March 29) - (Attendance taken at event)

You will practice your networking skills by attending this reception. This is not a career fair but a way for students to network with alumni from Maryland and find out more information about different careers. Students are expected to dress professionally, research ahead of time, and ask career advice questions.

Company Research Presentations (Submit PP on Canvas by 3:30 pm on the due date and present in class)

Before an interview, it is imperative to research the company and generate a list of questions to ask during the interview. You and a partner (of your choice) will pretend that you have been offered an interview at a company of your choice. You

will present the company information you found through your research as well as your list of questions in a 10-minute PowerPoint presentation. You should dress professionally.

You should present in a professional manner the following information: *company name, size, location, position you desire, hiring emphasis/requirements for the position, product information/details, and approximately 10 well-thought-out questions to ask*. The questions may be things you want to know or questions you have from the website. The company's website is the best research tool you can easily access, though you may wish to visit the Engineering office to view "work reports."

These are reports kept on file that detail students' past experience with a company through internships/co-ops. It provides valuable information that may not be found on a website. The Interviewing Skills Workshop in class will provide additional help in completing this assignment.

Journal Entries (Submit on Canvas by 3:30 pm on due date)

Journals are an expression of your feelings and reactions to academic and social experiences. You will be required to submit 2 journal entries electronically on Canvas. Each journal should be about 1-page (double-spaced) in length and is due before the start of class. Specific topics will be posted on Canvas the week before they are due.

Engineering Lab Tour

Exploring engineering research is a great way to learn more about your major. During February and early March the Flexus/Virtus staff is organizing lab tours to provide exposure to engineering in ways that you may not have previously experienced. You need to sign up for and participate in at least one lab tour but you are encouraged to attend more. During the tour, you will need to take a photo of you in the lab. To receive full credit for this assignment, submit the photo along with a brief statement (150 word count) of what you learned on the lab tour. You are particularly encouraged to venture out into labs you may have not considered before. Because space is limited in some labs, you must sign up in advance. Sign up links will be provided on elms and one email sent via the Flexus/Virtus listserv. Sam Murillo (WIE) will be grading this assignment so questions should be directed to Sam at: lmurillo@umd.edu

Participation/Professionalism

1. This course will be interactive, combining lectures, discussion, and activities. Please come prepared to each class, including brainstorming comments and/or questions, and being prepared to answer questions posed by instructors or other students. Discussions of your personal experiences and opinions are important. You are encouraged to make suggestions about your needs as a first-year student and to share ideas that you believe may make the class more conducive to your learning style. There will be periodic evaluations of the class content and you are strongly encouraged to comment honestly on the material to which you have been introduced.
2. Professionalism entails coming to class on time, being attentive in class (vs. sleeping), completing individual assignments, and being respectful of your instructors, guest speakers, and other class members. Treating others with respect includes respecting diverse opinions, paying attention, listening when others are speaking, and allowing everyone a chance to voice opinions and comments. Confidentiality is expected as personal experiences and opinions will be shared often.

EXTRA CREDIT (points vary on each option)

Extra credit provides students with an opportunity to improve their grades and make up for missed points. There are three extra credit options for students. Please note that extra credit can be submitted at any point during the semester; however, the absolute last day for submission is Wednesday, May 3 at 5:00 p.m.

Intern for a Day (Points: 5)

UMD Career Center and President's Promise host an "Intern for a Day" program. During the Covid-19 pandemic, the program connects current UMD students with alumni, parents, and employers for informational interviews.

To complete this assignment, students must complete the “Intern for a Day” application, attend a mandatory informational meeting, meet with their contact, send a thank you note, and then write a brief half-page (200-word minimum) reflection describing the experience. In preparing for the informational interview, please see page 4 of the informational interview handout for guidance on questions. You can find the handout here.

Terrapins Connect (3 points)

Terrapins Connect (TC) is comprised of alumni, faculty, staff, and parents of university students who want to share their professional experiences with students. These folks are enthusiastic about UMD and want to be a resource. On TC, you can search for your major and connect with people in your field. TC will also allow you to search for affinity groups such as Women in Engineering or Black Engineering Society. To receive full points for this assignment you will need: to *submit a screenshot* demonstrating your registration on the platform, complete your profile in full, and look through the platform.

LinkedIn (3 points)

LinkedIn is an online networking site that connects professionals. On LinkedIn, you can follow companies, professional organizations, and people in your field. As a search engine, you can look for alumni in your major and then do more advanced searches to learn about where they work, what part of the country they’re located in, and more about their background. To receive full points for this assignment you will need: to *submit a screenshot* demonstrating your registration for both platforms.

Course Schedule

Week	Date	Topic	Assignment (Due for Class)
1	1/25	Welcome Back! Brief Syllabus Overview Review of Resume Writing C4E	
2	2/1	Career Fair Prep Elevator Pitch & Practice	Resume Critique 2/1 Final Resume 2/3
3	2/8	Ice breaker – “Trading Cards” Virtual Career Fair PP Elevator Pitch Practice Sharing 5 companies	Elevator Speech Video Career Fair Prep Paper
4	2/15	Attend Spring Career Fair – STAMP Student UNION	
5	2/22	Cover Letters (Ash Wednesday done by 4:50pm) Sign up for Career Advice Meeting	Journal #1: Reflection on Career Fair Career Fair Business Cards
6	3/1	Advanced Networking LinkedIn Profiles & Terrapin Connect Sign up for Company Presentation	
7	3/8	Interviews *Networking & Interviewing Practice*	LinkedIn/ TC Assignment
8	3/15	Work on Company Presentations with Group	
9	3/22	No Class – Enjoy your Spring Break ☺	
10	3/29	**Meet in 1200 Kim Building** Employer Networking Reception Dress in professional attire to network with employers and alumni	
11	4/5	<i>NO CLASS –Work on Company Presentations</i>	
12	4/12	Company Research Presentations	Company Presentation uploaded on Canvas
13	4/19	Company Research Presentations	
14	4/26	Company Presentations <i>Wrap Up and Class Evaluation</i>	Journal #2: Reflection on First Year
15	5/3	<i>NO CLASS – Study for Exams</i>	

*** Please note that the topics are tentative, and the instructors may alter it as needed. Any changes will be announced in class or via email.