ET 320: Professional Preparation in Engineering Technology. Credit Hours: 3
Prerequisite: Sophomore Standing

Information on this syllabus is subject to change.

General Course Information

A. Catalog Description:

ET 320 Professional Preparation in Engineering Technology. (3) This course will prepare and enable students to gain skills and experience with the professional internship search process (OR activities leading to) and career success. Topics will include cover letter and resume preparation, networking, job searching, interviewing, as well as, professional business communications, presentation and correspondence.

B. Textbook: There is no textbook for this course, but you MUST purchase and use a planner.

C. Professional Dress: REQUIRED for professional class activity dates; TBA.

D. Materials: Notebook, pocket folder, pen/pencil, ½ binder.

Department of Technology Goals for Student Learning

Technology (Engineering Technology, Graphic Communication, and Construction Management) is a field of study designed to prepare technical, technical management, and technical entrepreneurial professionals for employment in business, industry, education, and government.

By graduation, Technology students should be able to:

1. Think critically and creatively;
2. Understand the theoretical principles of the profession;
3. Understand and apply relevant technology in the solution of technical problems;
4. Organize, manage, and maintain projects;
5. Develop an appreciation for ethical and professional practices;
6. Develop and refine oral, written, and visual communication skills; and
7. Demonstrate an overall competency in the program objectives.

Course Objectives

A. The student will learn to identify his/her long and short term career goals. As well as, identify his/her key skills, attributes and preferences related to their profession.

B. The student will be able to effectively construct a powerful cover letter and resume.

C. The student will develop networking strategies and explore various interpersonal communication skills.

D. The student will examine the job searching process to develop a plan for their own personal internship and job search.

E. The student will attend and participate at the University Career Fair.

F. The student will attend and participate in the ROTC – Field Leadership Reaction Course to learn and evaluate their individual strengths and weaknesses.

G. The student will attend and participate in the Professional Etiquette Meal.

H. The student will attend and participate in a “Crazy Fun Day” at Horn Field Campus on the Teams Course to develop, strengthen, and evaluate individual strengths and weaknesses in a group and leadership setting.

I. The student will learn to effectively research a specific company prior to an interview. As well as, utilize resources to obtain a desired position.

J. The student will gain knowledge and understanding of the entire interviewing process, including appropriate
reactions during an interview. The student will complete a mock interview.

K. The student will explore and produce artificial interview follow-up letters and professional email communications.

L. The student will be introduced to professional documenting of meeting minutes, activity logs, and business correspondence.

M. The student will review ethics and recognize the difference between work ethic and professional ethics.

**Course Requirements**

Each student is expected to:

A. ATTEND class. ATTENDANCE IS A MUST!!! This is a professional class, students must be prepared to interact, analyze, and discuss topics relating to course assignments.

B. Be respectful. This is NOT high school. Put your cell away. No cell phones or laptops during class. If you are caught using your cell phone, texting, etc., you will be asked to leave. If you are expecting an important phone call for a job interview or have a family emergency, please speak with me before class and sit next to the door, so you can briefly step out.

C. Prepare a sample resume and cover letter.

D. Participate in class discussions and group activities.

E. Compile a portfolio of all assignments, papers and projects from this course this term.

F. Complete any examinations/quizzes when scheduled/given.

G. Design and fabricate a project/activity as assigned.

H. Complete all assignments by deadlines established. Use good time management. You are expected to treat this class as you would a job. Due dates will be treated just as they are in the work world. If you don’t meet the deadline, you don’t get the bid (i.e. grade), if you don’t go to work on time, you don’t get paid (i.e. attendance points).

**Student Evaluation**

A. Attendance and Participation

B. Introduction Paper

C. Cover Letter

D. Resume

E. Career Fair

F. ROTC – FLRC Leadership Activity

G. Etiquette Meal

H. Horn Field Campus “Crazy Fun Day” – Teams Course

I. Mock Interview

J. Midterm - examinations/quizzes may include the following types of questions: True/False, Multiple Choice, Fill in the Blank, Listing, and Short Answer/Essay.

K. Presentation

L. Group Project - each team project/activity will be assessed based on quality and participation of team members.

M. Portfolio - will serve as a major assessment tool.

N. Professional Preparation Paper

O. Final

**Grading Scale**

All points will be cumulative, totaled, ranked and graded according to the following +/- grading scale for this course:

- A = 92-100%
- A- = 90-91%
- B+ = 88-89%
- B = 82-87%
- B- = 80-81%
- C+ = 78-79%
- C = 72-77%
- C- = 70-71%
- D+ = 68-69%
- D = 62-67%
- D- = 60-61%
- F = 59% or below
*WIU POLICY - Rules for Giving an Incomplete*

A temporary symbol of I (Incomplete) for a course may be given only when a student, due to circumstances beyond his or her control, has been unable to complete the course requirements within the official limits of the term. The circumstances must be documented to the instructor’s satisfaction.

The mark "I", Incomplete, shall be assigned only to the student who has been in attendance and has done satisfactory work up to a time within four weeks of the close of the semester, including the examination period, and whose work is incomplete for reasons satisfactory to the instructor.

**Assignments/Points**

A. Attendance and Participation (60 pts): Students are expected to be present and ready to participate at all scheduled course times. Absenteeism will impede student success in this course.

B. Introduction Email (20 pts): This one page single spaced paper will consist of an introduction, body and closing paragraphs, and will be evaluated on organization, grammar and spelling.

C. Cover Letter (30 pts): This letter will be graded on organization, effectiveness, grammar and spelling.

D. Resume (50 pts): The resume will be evaluated on grammar, spelling, layout, organization and overall efficiency.

E. Career Fair (10 pts)

F. Leadership Activity (10 pts)

G. Etiquette Meal (50 pts)

H. Horn Field Campus “Crazy Fun Day” Teams Course (200 pts)

I. Mock Interview (60 pts).

J. Midterm (100 pts): This exam will assess all topics reviewed to this point.

K. Presentation (60 pts): Each student will have a 10 minute maximum to present information on a specific company of interest. Companies will not be duplicated!! Power point is an excellent tool.

L. Group Project (50 pts): Each group will review and evaluate a specific company of interest based on ethics. Companies cannot be duplicated!! Teamwork and communication skills will be the basis for this grade.

M. Portfolio (140 pts): The portfolio will consist of the following items: cover letter, transcript, resume, career experience, references, professional email and a thank you letter. Each section will be assigned 20 pts and will be evaluated on comprehensiveness, grammar, and spelling.

N. Professional Preparation Paper (60 pts): This two page single spaced paper will consist of an action plan the student will pursue to secure a prospective internship.

O. Final (100 pts): This exam will assess all topics reviewed throughout the semester.

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<tr>
<th>Assignment</th>
<th>Points</th>
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<tr>
<td>Attendance AND Participation</td>
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<td>Introduction Email</td>
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<td>Cover Letter</td>
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<td>Resume</td>
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<td>Career Fair</td>
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<td>Leadership Activity</td>
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<td>Horn Field Campus – Teams Course</td>
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<td>Mock Interview</td>
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<td>Portfolio</td>
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<td>Professional Preparation Paper</td>
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<td>Final</td>
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(Extra credit may be granted upon instructor approval.)
Course Outline

8/22 – M  Introduction - Course Overview – Identifying Goals, Skills, Attributes for Your Profession
8/24 – W  Goals/Who Am I and What Do I Want? - Introduction Email Assigned
8/29 – M  Constructing a Powerful Cover Letter and Successful Resume, plus First Impressions
8/31 – W  Peer Review – Cover Letter/Resume/Reference Page
9/5 – M  NO CLASS – Labor Day

(Tues 9/6-Fri 9/16 Cover Letter and Resume Reviews w/CDC, Memorial Hall, appointment only, (309)298-1838)
9/7 – W  CDC – What can I do with this degree/ Leatherneck Link
9/12 – M  Interviewing and Mock Interview Preparation/ Dress for Success
9/14 – W  In-Class Mock Interviews

(Thurs 9/15 - 5:00-7:00 p.m.  Etiquette Dinner, University Union - Lamoine Room)
9/19 – M  Final Drafts of Cover Letter, Resume and Reference Page due
9/21 – W  Leadership Activity
9/26 – M  Job Searching
9/28 – W  Professional Letters and Email Communications

***SATURDAY, October 1st 9 A.M.-1 P.M. HORN FIELD CAMPUS – TEAMS COURSE***(8:45 check-in)
10/3 – M  Networking and Interpersonal Communication (Elevator Speeches)
10/4 – T  Career Fair (Prior to attending the Career Fair go to

www.student.services.wiu.edu/careers/fair/ for more information)
10/5 – W  Midterm Review
10/10 – M  Midterm
10/12 – W  Effective Speakers/Presentation Skills
10/17 – M  Meeting Minutes, Activity Logs and Professional Correspondence
10/19 – W  CDC LinkedIn Workshop

(Mon 10/24 - Fri 11/4 Mock Interviews w/CDC, Memorial Hall, appointment only, (309)298-1838)
10/24 – M  Presentations (four – 10 minute presentations)
10/26 – W  Presentations (four – 10 minute presentations)
10/31 – M  Presentations (four – 10 minute presentations)
11/2 – W  Presentations (four – 10 minute presentations)
11/7 – M  Presentations (four – 10 minute presentations)
11/9 – W  Final Paper/Portfolio assigned/Class time for Group Projects
11/14 – M  Professional Success/Work Ethic and Professional Ethics
11/16 – W  Group Projects

(Thanksgiving Break, Mon 11/21 - Fri 11/25, No Classes)
11/28 – M  Group Projects/Presentations (two – 15-20 minute presentations)
11/30 – W  Group Projects/Presentations (two – 15-20 minute presentations)
12/5 – M  Group Projects/Presentations (one – 15-20 minute presentation)
General Considerations

A. Each student should be in attendance for each class session. If an absence cannot be avoided, please inform the instructor of the circumstances PRIOR TO the scheduled class meeting time through the new Online Absence Reporting System (OARS) in accordance with WIU University Senate policy. Students are to report any absences through OARS found at wiu.edu/OARS or Western Online.

B. Assignments should be completed on time, as scheduled, and according to criteria established by the instructor.

C. The instructor will be available during posted office hours for general assistance although a prior appointment is desired. For assistance other than posted times, please make an appointment with the instructor.

D. Smoking is not allowed in buildings on the WIU campus.

E. Students should observe the following sequence for the resolution of problems:
   Student ----- Instructor ----- Chairperson ----- Dean

F. The instructor reserves the right to alter course content if necessary.

G. The guidelines for academic dishonesty are found in the WIU Code of Student Life.

H. The last day to drop a class.

Engineering Technology Department Policy Statements

Statement on Academic Integrity:

Preamble

Western Illinois University, like all communities, functions best when its members treat one another with honesty, fairness, respect, and trust. Students have rights and responsibilities (http://www.wiu.edu/provost/students/) and students should realize that deception for individual gain is an offense against the members of the entire community, and it is the student's responsibility to be informed and to abide by all University regulations and policies on Academic Integrity.

Plagiarism, cheating, and other forms of academic dishonesty constitute a serious violation of University conduct regulations. Students who engage in dishonesty in any form shall be charged with academic dishonesty.

It is a duty of faculty members to take measures to preserve and transmit the values of the academic community in the learning environment that they create for their students and in their own academic pursuits. To this end, they are expected to instill in their students a respect for integrity and a desire to behave honestly. They are also expected to take measures to discourage student academic dishonesty, to adjust grades appropriately if academic dishonesty is encountered, and, when warranted, to recommend that additional administrative sanctions be considered. Grading policies are the exclusive prerogative of the faculty; administrative sanctions are under the authority of the Director of Student Judicial Programs. This document provides policies and procedures to be followed when academic dishonesty is encountered.

Definitions of Academic Dishonesty

The following definitions and examples are not meant to be exhaustive. The University reserves the right to determine, in a given instance, what action constitutes a violation of academic integrity. (See www.wiu.edu/policies/acintegrity.php for complete descriptions of the following topics:

- Plagiarism
- Fabrication and Falsification
- Cheating
- Complicity in Academic Dishonesty
- Abuse of Academic Materials
- Multiple Submissions

Reporting Academic Dishonesty

All members of the University community share the responsibility and authority to challenge and make known acts of apparent academic dishonesty. Any student, faculty member, or staff person who has witnessed an apparent act of student academic dishonesty, or has information that reasonably leads to the conclusion that such
an act has occurred or has been attempted, has an ethical responsibility for reporting said act(s). Confronting and reporting academic dishonesty can be done in a variety of ways, and people should choose the manner most appropriate for the circumstances. Acts of apparent academic dishonesty that occur in the classroom should be reported directly to the course instructor, and/or the course instructor’s Department Chair, and/or the instructor's College Dean. The Council on Admission, Graduation, and Academic Standards (CAGAS) or the Graduate Council will not accept or act upon anonymous reports, but will hold in strict confidence the identity of any person reporting a suspected instance of academic dishonesty, unless that person consents to having his/her identity revealed.

Access & Disabilities:

In accordance with University policy and the Americans with Disabilities Act (ADA), academic accommodations may be made for any student who notifies the instructor of the need for an accommodation. For the instructor to provide the proper accommodation(s), you must obtain documentation of the need for an accommodation through Disability Support Services and provide it to the instructor. It is imperative that you take the initiative to bring such needs to the instructor’s attention, as he/she is not legally permitted to inquire about such particular needs of students. Students who may require special assistance in emergency evacuations (i.e. fire, tornado, etc.) should contact the instructor as to the most appropriate procedures to follow in such an emergency. Contact Disability Resource Center at 298-2512 for additional services.

If you have emergency medical information to share with me, if you need special arrangements in case the building must be evacuated, or if you need accommodations in this course because of a disability, please make an appointment with me as soon as possible. My office location and hours are at the top of this syllabus. If you plan to request disability accommodations, you are expected to register with the Disability Resource Center (DRC) at 298-2512.

Disruptive Student in Class Procedure

In the situation where one or more individuals who are registered for a course act, in the judgment of the instructor, in such a manner as to disrupt the normal academic functions in a class, the following actions may be taken:

1. The instructor should ask the student to cease the disruption.
2. If the disruption does not cease, the instructor may ask the student to leave the class for that day. If the student refuses to leave, the instructor may call the Office of Public Safety for assistance.
3. If the disruption is extreme or continuous, the instructor may inform that student that he/she may no longer remain in the course and that the student may appeal this decision to the Council on Admission, Graduation and Academic Standards.
4. If a student becomes abusive or threatening in any way, the instructor may also refer the student for further action to the University Judicial Board by contacting the Director of Student Judicial Programs in the Office of the Vice President for Student Services.
5. The instructor shall inform the department chairperson of any action taken in steps 1 through 4.
6. Notification of a student's removal from class shall also be sent to the Council on Admission, Graduation and Academic Standards.
7. When a student has been removed from a class, the instructor shall assign the letter grade that is judged appropriate.