ENES 114: VIRTUS Seminar II
Spring 2014
Wednesdays, 4:00 – 5:15 pm
CSS 2428 (Computer and Space Sciences) unless otherwise noted

Instructor Information
INSTRUCTOR: Catherine Donohoe
OFFICE: 1131 Martin Hall
OFFICE HOURS: By Appointment
OFFICE PHONE: 301.405.0472
EMAIL: cdonohoe@umd.edu

Virtus TA: Haley Crock, hcrock0226@gmail.com. Office: 1131 Martin Hall
Office hours (until spring break): Tu 12:30-2:00 p.m., Th 12:30-2 and 3:30-4:30, Fr 9:00-2:00

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 Co-op & Career Services
   • Personal and social support services
4. Students will synthesize new knowledge and skills through individual reflection and group activities.

Course Policies
Participation
Active participation is highly valued. Students should let the instructor know beforehand if they expect to miss a 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 by the date and time indicated on Canvas. If the assignment is to be submitted on paper, it is due at the beginning of the class on the date due 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 planned 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.

Multicultural Statement
The instructors of this course are committed to creating an open and accepting environment in which diversity, opinions, unique perspectives, and others’ worldviews are respected.

Cell Phones
The use of cell phones or other mobile communication devices is disruptive, and is strictly prohibited during class. Those using such devices will be asked to leave the classroom for the remainder of the class session and points will be deducted from class participation.

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:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>900 – 1000</td>
<td>A</td>
</tr>
<tr>
<td>800 – 899</td>
<td>B</td>
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<tr>
<td>700 – 799</td>
<td>C</td>
</tr>
<tr>
<td>600 – 699</td>
<td>D</td>
</tr>
<tr>
<td>&lt;599</td>
<td>F</td>
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</tbody>
</table>
Evaluation Process

<table>
<thead>
<tr>
<th>Coursework</th>
<th>Total Possible</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resume Assignment</td>
<td>100 points</td>
<td>2/5/2014</td>
</tr>
<tr>
<td>Elevator Speech Video</td>
<td>50 points</td>
<td>2/12/2014</td>
</tr>
<tr>
<td>Career Fair Prep Paper</td>
<td>100 points</td>
<td>2/12/2014</td>
</tr>
<tr>
<td>Career Fair Business Cards</td>
<td>100 points</td>
<td>2/19/2014</td>
</tr>
<tr>
<td>Career Advice Meeting</td>
<td>100 points</td>
<td>February 27-March 28 - Sign up will be available in class</td>
</tr>
<tr>
<td>Service Outreach</td>
<td>100 points</td>
<td>Sign up will be made available</td>
</tr>
<tr>
<td>Recruitment Event</td>
<td>100 points</td>
<td>Sign up will be made available</td>
</tr>
<tr>
<td>Networking Reception Attendance</td>
<td>50 points</td>
<td>4/2/2014</td>
</tr>
<tr>
<td>Company Research Presentation</td>
<td>100 points</td>
<td>April/ May - Sign up will be made available</td>
</tr>
<tr>
<td>Journal Entries</td>
<td>100 points</td>
<td>2/26/2014 and 4/30/2014</td>
</tr>
<tr>
<td>Participation/Professionalism</td>
<td>100 points</td>
<td>Throughout semester</td>
</tr>
<tr>
<td>** TOTAL POINTS POSSIBLE **</td>
<td>1000 points</td>
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*EC of up to 25 points will be awarded to those who participate in service for more than 4 hours.

** EC points will be awarded if you dress up for the Career Fair Prep Class.

Evaluation Criteria

Resume Critique
Having an updated resume on-hand will grow increasingly important as you continue at the University of Maryland. After attending the resume writing class, you will create your own up-to-date resume and have it critiqued by the Engineering Co-op and Career Services staff in 1131 Martin Hall. Walk-in hours are Monday-Friday from 8:30am-4:30pm. A staff member will review, edit, and initial your resume. You should use their revisions to improve your resume. Turn in both your critiqued, staff-initialed resume and your final corrected version.

Career Fair Prep Paper
It is important to have an “elevator speech” prepared for visiting the career fair. The career fair workshop will go into more detail about the extended version of an elevator speech. You will begin to prepare your speech in class and practice with fellow community members. By the day of the career fair, you will hand in a typed version of your extended elevator speech.

Elevator Speech Video
Once you prepare and practice your elevator speech, record yourself giving the 30 second version. Submit the video (or link to it) through Canvas.

Career Fair Business Cards
Visiting a career fair is an important experience even if you are not looking for an internship/co-op/job quite yet. It takes time to gain experience and skill in how to “sell yourself” in such a short amount of time. You are required to attend the Spring Career Fair on February 11, 12, 13, 2014 held in the Stamp Student Union from 12pm-5pm (you need to attend at least one day, for as long as you see fit). You should dress professionally while attending the career fair. At the fair, you should obtain the business cards of employees of at least 5 companies you may be interested in working for. These cards are beneficial when applying for internships/co-ops/jobs. You will submit both paper and scanned copies.

1/27/2014, CLD, ENES114-0101
Career Advice Meeting
You will make an appointment for a 30-minute individual career planning meeting with Catherine. Before the meeting, you should generate a list of questions you would like to ask about your career, review the cover letter handout, and bring a draft of a cover letter. Completion of the meeting by the due date is required.

Service Outreach
Service outreach is part of the “beyond the classroom” experience necessary to develop well-rounded engineering students. Mentoring and role modeling experiences have been shown to enhance self confidence and self efficacy with respect to engineering. You are required to attend one service outreach activity at any time throughout the semester. Three opportunities through WIE are:

1. WIE DREAM Conference – Saturday, March 1, 2014, 7:30 am – 5:00 pm
2. Girl Scout Engineering Saturday – February 15, 2014, 8:30 am – 1:30 pm
3. KEYS to Empowering Youth – March 29, 2014, 8:30 am – 4:00 pm

Please submit an online volunteer form to volunteer for event #1 ASAP. The form can be found at: https://futureumdengr.wufoo.com/forms/wie-dream-conference-2014-volunteer-form/. Bria Barry at bmcelroy@umd.edu is the coordinator for this event.

Please let Vanessa Medley know if you are planning to volunteer for events #2 or #3 and state that you are in Flexus/Virtus as soon as possible at vmedley@umd.edu. Note: there are limited openings and all volunteers for these activities are expected to have an interest in working with a middle school age-group, be enthusiastic and make sure the students are engaged.

With 4 hours of service you will earn the full 100 points available; however, up to 25 extra credit points are possible if you serve for more than four hours.

After attending the service outreach activity, you must upload on Canvas the dates of the event, the coordinator’s name, the date and hours you worked. You will not be given credit for this assignment unless you post it on Canvas. Please do not email the information.

Recruitment Event
These events are important in attracting future Virtus members. Each of you is the ideal representative for the Clark School and UMD in attracting these students. To volunteer for an event, you should sign up in advance. A sign-up list will be emailed to you during the first two weeks of classes. Opportunities are:

1. SEEDS Preview Programs: Thursday, March 27, 2014, 5-7 pm or Thursday, April 3, 2014, 5-7 pm (times are subject to slight changes). (100 pts)
2. SEEDS Open House: Friday, March 28, 2014, noon-1 pm or Friday and April 4, 2014, noon-1 pm (times are subject to slight changes). (100 pts)
3. Tele-counseling: Training last week of February, calls to take place the week of March 3rd and March 10th from 7-8:30 pm. (100 pts)

*Additional opportunities may become available throughout the semester*
Company Research Presentations
Before you go to an interview for an internship or job, it is imperative that you research the company and generate a list of questions to ask during the interview. In groups of 3 (of your choice) you 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 for the presentation.

You should present in a professional manner the following information: company name, size, location, position you desire and why, hiring emphasis/requirements for position, product information/details, and approximately 10 well thought-out questions to ask. The questions may be things you want to know about the position or company. The company’s website is the best research tool you can easily access, though you may also wish to visit the Engineering Co-op and Career Services 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. It would be ideal to choose partners with the same major as you.

Journal Entries
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 and questions will be posted on Canvas the week before each entry is due.

Participation/Professionalism
1. This course will be interactive, combining lecture, discussion, and activities. Please come prepared to each class, including brainstorming comments and/or questions on the topic to be discussed, 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. In addition to class discussions, there may be discussions on Canvas.

2. Professionalism entails coming to class on time, being attentive in class (vs. sleeping), completing individual and group assignments by the deadlines, and being respectful of your instructors, guest speakers, and other class members. Treating others with respect includes respecting diverse opinions, paying attention, listening actively 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.
### Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic(s)</th>
<th>Assignment (Due for class)</th>
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</table>
| 1    | 1/29  | Welcome Back! - Syllabus Overview  
Resume Writing  
Dressing Professionally | |
| 2    | 2/5   | Career Fair Prep  
Practice Elevator Pitch | Resume Critique and Final Resume  
*5 EC pts if you dress up in Career Fair attire |
| 3    | 2/12  | *Class will not meet at regular time and place.  
Check in Tuesday or Wednesday 1:30-3:45, The Stamp, Jimenez Room  
Spring Career Fair – Wear business professional dress!* | “Elevator Speech” video and Career Fair Prep paper |
| 4    | 2/19  | Job Search 101 and Careers4Engineers | Career Fair Business Cards |
| 5    | 2/26  | Cover Letters | Journal entry #1 |
| 6    | 3/5   | Meet in 1202 Martin Hall for presentations  
Special Academic Programs  
Project Management Minor: John Cable  
Sustainable Minor: Dr. Nina Harris  
Minor in Engineering Leadership, Minor in International Engineering, Study Abroad: Ramsey Jabaji | |
| 7    | 3/12  | Interviewing Skills | |
| 8    | 3/19  | No Class- Enjoy your Spring Break! 😊 | |
| 9    | 3/26  | Advanced Networking and Social Media | |
| 10   | 4/2   | Meet in Kim Rotunda  
Employer Networking Reception  
Dress in professional attire to network with employers and alumni. | |
| 11   | 4/9   | Meet with Groups to prepare Company Research Presentations. NO CLASS. | |
| 12   | 4/16  | Company Research Presentations | |
| 13   | 4/23  | Company Research Presentations | |
| 14   | 4/30  | Wrap Up, Class Evaluation and any remaining Company Research Presentations | Journal entry #2 |
| 15   | 5/7   | Closing: 4:30-6:30pm (not required but strongly encouraged!) | |

*** Please note that the topics are tentative and the instructor may alter this schedule as needed. Any changes will be announced in class, via Canvas announcements or e-mail.