



**Oregon State University**

**Ecampus**

**Course Name:** Professional Preparation for B.S. Level Engineers

**Course Number:** ENGR 399

**Credits:** 1

**Instructor name:** Amanda Cordes

**Instructor email:** amanda.cordes@oregonstate.edu

**Teaching Assistant name and contact info:** TBD

**Hybrid Course Location:** OSU Portland Center (Meier & Frank Building),  
555 SW Morrison St, Portland, OR

### **Course Description**

Practical training on professional skills essential for a career as a practicing engineer. The course will cover development of networking and interviewing skills, preparation of a resume, job search strategies and guidance on future professional development.

### **Communication**

Please post all course-related questions in the Q&A Discussion Forum so that the whole class may benefit from our conversation. Questions posted to this board will be answered by 5 pm on the following business day (e.g., if you post at 3 pm on Tuesday, you will receive a response no later than 5 pm on Wednesday).

Please contact me privately for matters of a personal nature and include "ENGR 399" in the subject line. I will respond to these questions within 48 hours, not including Saturday and Sunday (e.g., if you email at 1 pm on Monday, you will receive a response by 1 pm on Wednesday. If you email at 1 pm on Friday, you will receive a response by 1 pm on Tuesday).

Please keep these response times in mind when planning your workflow each week. It may not be possible for me to answer questions asked the night before an assignment is due prior to the submission deadline. I encourage you to take advantage of the additional OSU resources available to you, including computer support from Information Services, available online or over the phone ([OSU Service Desk Information](#)).

Homework grades and feedback will be posted within 5 business days of the assignment due date.

### **Course Credits**

This course combines approximately 30 hours of instruction, online activities, and assignments for 1 credit. The course is delivered in a hybrid format, with 80% online and 20% in-person.

## Technical Assistance

If you experience any errors or problems while in your online course, contact 24-7 Canvas Support through the Help link within Canvas. If you experience computer difficulties, need help downloading a browser or plug-in, or need assistance logging into a course, contact the IS Service Desk for assistance. You can call (541) 737-8787 or visit the [IS Service Desk](#) online.

## Learning Resources

This course requires access to a computer with web access and microphone and camera capabilities.

**Note to prospective students:** Please check with the OSU Bookstore for up-to-date information for the term you enroll ([OSU Bookstore Website](#) or 800-595-0357). If you purchase course materials from other sources, be very careful to obtain the correct ISBN.

## Canvas

This course is delivered via Canvas, where you will interact with your classmates and your instructor. You will access the learning materials within the course site, such as the syllabus, class discussions, assignments, projects, and quizzes. To preview how an online course works, visit the [Ecampus Course Demo](#). For technical assistance, please visit [Ecampus Technical Help](#).

## Hybrid Course Delivery

A hybrid course includes both regularly scheduled on-site classroom meetings, and significant online out-of-classroom components, that replace regularly scheduled class meeting time. This course is delivered both in person (20%) and online via Canvas (80%), where you will interact with your classmates and your instructor.

- **In class**, you will meet for two hours on two separate Saturdays, where you will engage in networking and negotiation workshops with your class and instructor.
- **Online in Canvas**, you will interact with the course content, your peers, and your instructor for approximately three hours each week, where you will engage with the remainder of the course content.

The topics covered at the in-person meetings build on and synthesize the previous weeks; as such, attendance at these two meetings is required.

## Measurable Student Learning Outcomes

At the completion of this course, students will be able to:

1. State their desired next career step after program completion, including type of work and industry focus area
2. Demonstrate the ability to prepare the significant milestones in the job search and acquisition process, and identify resources to build skills relating to each milestone.

3. Tailor their application materials, including resume and cover letter, to a specific job opening
4. Build an individual development plan (IDP) by identifying skills required for desired position, benchmarking against current skill level, identifying opportunities to build skills that are currently missing.

## Evaluation of Student Performance

### Pass/Fail Grade

Grade	Percent Range
P	60-100
F	0-59

## Course Content

Week	Topic
<b>1</b>	Course intro/Career Goals/Job Search Process Overview
<b>2</b>	Resumes/CV
<b>3</b>	Networking - Online
<b>4</b>	Networking - In Person <b>(In person Saturday workshop)</b>
<b>5</b>	Job Search Skills
<b>6</b>	Cover Letters
<b>7</b>	Interview Prep and Behavioral interviews
<b>8</b>	Technical Interviews and Interview Follow-up
<b>9</b>	Negotiating <b>(In person Saturday workshop)</b>
<b>10</b>	Preparation of an IPD

## Course Policies

### Discussion Participation

Students are expected to participate in all graded discussions. While there is great flexibility in online courses, this is not a self-paced course. You will need to participate in discussions on at least two different days each week, with your first post due no later than Wednesday evening, and your remaining posts due by the end of each week.

### Late Work Policy

Late work is generally not accepted unless previously arranged with the instructor or in emergency cases (usually only for a death in the family, major illness or injury, or birth of your child). If you believe you will not be able to meet a deadline for any reason; please let me know right away.

### Incompletes

Incomplete (I) grades will be granted only in emergency cases (usually only for a death in the family, major illness or injury, or birth of your child), and if the student has turned in 80% of the points possible. If you are having any difficulty that might prevent you completing the coursework, please don't wait until the end of the term; let me know right away.

### **Guidelines for a Productive and Effective Online Classroom**

Students are expected to conduct themselves in the course (e.g., on discussion boards, email) in compliance with the university's regulations regarding civility. Civility is an essential ingredient for academic discourse. All communications for this course should be conducted constructively, civilly, and respectfully. Differences in beliefs, opinions, and approaches are to be expected. In all you say and do for this course, be professional. Please bring any communications you believe to be in violation of this class policy to the attention of your instructor.

Active interaction with peers and your instructor is essential to success in this online course, paying particular attention to the following:

- Unless indicated otherwise, please complete the readings and view other instructional materials for each week before participating in the discussion board.
- Read your posts carefully before submitting them.
- Be respectful of others and their opinions, valuing diversity in backgrounds, abilities, and experiences.
- Challenging the ideas held by others is an integral aspect of critical thinking and the academic process. Please word your responses carefully, and recognize that others are expected to challenge your ideas. A positive atmosphere of healthy debate is encouraged.

### **Statement Regarding Students with Disabilities**

Accommodations for students with disabilities are determined and approved by Disability Access Services (DAS). If you, as a student, believe you are eligible for accommodations but have not obtained approval, please contact DAS immediately at 541-737-4098 or at <http://ds.oregonstate.edu>. DAS notifies students and faculty members of approved academic accommodations and coordinates implementation of those accommodations. While not required, students and faculty members are encouraged to discuss details of the implementation of individual accommodations.

### **Accessibility of Course Materials**

All materials used in this course are accessible with the exception of *TBA*. If you require accommodations please contact [Disability Access Services \(DAS\)](#).

Additionally, Canvas, the learning management system through which this course is offered, provides a [vendor statement](#) certifying how the platform is accessible to students with disabilities.

### **Expectations for Student Conduct**

This course is offered through Oregon State University Extended Campus. For more information visit: <http://ecampus.oregonstate.edu>.

Student conduct is governed by the university's policies, as explained in the [Student Conduct Code](#). Students are expected to conduct themselves in the course (e.g., on discussion boards, email postings) in compliance with the university's regulations regarding civility.

### **Academic Integrity**

Students are expected to comply with all regulations pertaining to academic honesty. For further information, visit [Student Conduct and Community Standards](#), or contact the office of Student Conduct and Mediation at 541-737-3656.

OAR 576-015-0020 (2) Academic or Scholarly Dishonesty:

- a) Academic or Scholarly Dishonesty is defined as an act of deception in which a Student seeks to claim credit for the work or effort of another person, or uses unauthorized materials or fabricated information in any academic work or research, either through the Student's own efforts or the efforts of another.
- b) It includes:
  - i) CHEATING - use or attempted use of unauthorized materials, information or study aids, or an act of deceit by which a Student attempts to misrepresent mastery of academic effort or information. This includes but is not limited to unauthorized copying or collaboration on a test or assignment, using prohibited materials and texts, any misuse of an electronic device, or using any deceptive means to gain academic credit.
  - ii) FABRICATION - falsification or invention of any information including but not limited to falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
  - iii) ASSISTING - helping another commit an act of academic dishonesty. This includes but is not limited to paying or bribing someone to acquire a test or assignment, changing someone's grades or academic records, taking a test/doing an assignment for someone else by any means, including misuse of an electronic device. It is a violation of Oregon state law to create and offer to sell part or all of an educational assignment to another person (ORS 165.114).
  - iv) TAMPERING - altering or interfering with evaluation instruments or documents.
  - v) PLAGIARISM - representing the words or ideas of another person or presenting someone else's words, ideas, artistry or data as one's own, or using one's own previously submitted work. Plagiarism includes but is not limited to copying another person's work (including unpublished material) without appropriate referencing, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.
- c) Academic Dishonesty cases are handled initially by the academic units, following the process outlined in the University's Academic Dishonesty Report Form, and will also be referred to SCCS for action under these rules.

### **Tutoring and Writing Assistance**

[NetTutor](#) is a leading provider of online tutoring and learner support services fully staffed by experienced, trained and monitored tutors. Students connect to live tutors from any

computer that has Internet access. NetTutor provides a virtual whiteboard that allows tutors and students to work on problems in a real time environment. They also have an online writing lab where tutors critique and return essays within 24 to 48 hours. Access NetTutor from within your Canvas class by clicking on the Tools button in your course menu.

The Oregon State [Online Writing Lab \(OWL\)](#) is also available for students enrolled in Ecampus courses.

### **TurnItIn**

Your instructor may ask you to submit one or more of your writings to Turnitin, a plagiarism prevention service. Your assignment content will be checked for potential plagiarism against Internet sources, academic journal articles, and the papers of other OSU students, for common or borrowed content. Turnitin generates a report that highlights any potentially unoriginal text in your paper. The report may be submitted directly to your instructor or your instructor may elect to have you submit initial drafts through Turnitin, and you will receive the report allowing you the opportunity to make adjustments and ensure that all source material has been properly cited. Papers you submit through Turnitin for this or any class will be added to the OSU Turnitin database and may be checked against other OSU paper submissions. You will retain all rights to your written work. For further information, visit [Academic Integrity for Students: Turnitin – What is it?](#)

### **Student Evaluation of Courses**

The online Student Evaluation of Teaching system opens to students the Monday of dead week and closes the Monday following the end of finals. Students receive notification, instructions and the link through their ONID. They may also log into the system via Online Services. Course evaluation results are extremely important and used to help improve courses and the online learning experience for future students. Responses are anonymous (unless a student chooses to "sign" their comments, agreeing to relinquish anonymity) and unavailable to instructors until after grades have been posted. The results of scaled questions and signed comments go to both the instructor and their unit head/supervisor. Anonymous (unsigned) comments go to the instructor only.