ENGR 300 – Spring 2021

Instructors:
Dr. Chen Huo
Office: MCT150
Office Hours: See my Google Calendar on https://web.cs.ship.edu/~chuo

Dr. Naser Gholamreza
Office: WRI 204
Office Hours: Monday, Wednesday and Friday from 12:00 to 14:00

Textbooks:
- *Lose the resume, land the job*, Gary Burnison, 2018, ISBN: 9781119475200
- *Ethics in Engineering*, 4th Ed., Martin M. W. and Schinzinger R., 2005, ISBN: 9780072831153

Course Website:
All related materials will be uploaded to D2L. All homework submissions will be through D2L.

Learning Objectives
- Building a strong resume
- Write a cover letter
- Use Ship's CMPDC to search for internships and full–time jobs
- Use web-based services to find internship and full-time opportunities
- List the type of questions that can be asked in an interview and provide strong, honest responses to those questions.
- Use academic databases like the ACM Digital Library and IEEE Computer Society Digital Library to find papers relevant to a given topic
- Use the citations within a paper to find background papers relevant to a given topic
- Read an academic paper critically
- Understand the ethics related to accurately representing yourself in a resume/cover letter/job search
- Understand the ethics related to publishing results in academic journals
- Understand the ethics related to publicly critiquing the work of your colleagues

Grading:

Homework – 70% – Each item in the Homework section has the same weight.

Attendance – 10%

Final – 20%

Letter Grades:

A	>= 93%
A-	>= 90%
B+	>= 87%
B	>= 83%
B-	>= 80%
C+	>= 77%
C	>= 70%
D	>= 60%
F	

Tentative Schedule (Thursday Section)

	Content	Instructor	Due
Week 1	Intro to Course; CMPDC Overview	Huo	
Week 2	Professional Resumes	Huo	
Week 3	Peer Resume Critiques	Huo	
Week 4	Cover Letters; Job/Internship Search	Huo	
Week 5	Networking; Job/Internship Search	Huo	
Week 6	Workshop on interview clothing	Huo	
Week 7	Library Services at SU/ACM, IEEE libraries	Gholamreza	
Week 9	Literature Review; Using Citations	Gholamreza	
Week 10	Citation styles in engineering	Gholamreza	
Week 11	Read academic papers critically	Gholamreza	
Week 12	Searching and applying for graduate schools	Gholamreza	
Week 13	Feedback from "Employers in residence"	Huo	
Week 14	Ethics in representing self in job search	Gholamreza	
Week 15	Ethics in engineering jobs/research	Gholamreza	
	Final		

Events:
1. Resumania, 12–6p Mar 1, CUB 108, Schedule appointments through CMPDC (717) 477 1484
2. Related Employer in Residence Events
   https://www.ship.edu/life/career/employer_in_residence/:
   a. Mar 25, Any major
   b. April 2, JFC Global (staffing company), Engineering/IT
   c. April 9, Selected Medical, Mechanical Engineering/IT and others
   d. April 9, NASCO, Computer Engineering, Software Engineering/IT

Homework to submit

1. **Resume**
   a. Completed resume after peer critique
   b. Completed resume after Resumania
   c. Completed resume using Latex on Overleaf
2. **Cover Letter**
   a. List 3 companies of your interest at local/national/international levels
   b. Find a job announcement and write a letter of application
3. **Interview**
   a. Mock Interview through SHIP Career Connection. Write a reflection paper on the feedback (and in-person session if you can have one)
   b. Attendance at two events of Employer in Residence
4. **Networking**
   a. Complete LinkedIn profile
   b. Written critiques of two peers' LinkedIn profiles
5. **Writing Engineering/Research Report/Paper**
   a. Write an engineering/research paper.
   b. Complete literature review on the subject
6. **Ethics in Engineering**
   a. Code of ethics.
   b. Professional Misconduct