Sample Syllabus

ME 390 Academic and Career Development for MEs (0.5 cr)
ME 490 Professional Development for MEs (0.5 cr)

Fall 2020

Overview

This course seeks to complement your rigorous technical preparation with topics relevant to your educational and professional development. We will look at how to prepare for job searching, interviewing and employment; career advice; and basic business skills. Students will complete their own personalized career and professional development plans and will even consider their personal finances and retirement planning. Professional ethics, business communication, and entrepreneurship will also be discussed. The web-based delivery seeks to foster life-long learning by cultivating students’ capacity for reflective practice—the examination of our own experiences and their relationship to our ever-expanding knowledge base.

Information

Instructor Prof Eric Marsh (erm7@psu.edu)
Teaching assistant Mr Matthew Midea (mjm7211@psu.edu)
Prerequisites Entrance to ME major
Canvas page https://psu.instructure.com/courses/2061155
Text and materials None

ME 390 topics (taken fall of junior year–0.5 credit)
- Career fair preparation and personal branding
- Resume suitable for seeking internships or summer research experiences
- Academic plan including courses, co-curricular activities, and global experience(s)
- Basics of business
- Self-assessment of talents
- Post-baccalaureate education
- Career paths for mechanical engineers
- Creation of a career plan

ME 490 topics (taken fall of senior year–0.5 credit)
- Corporate accounting: balance sheet, income statement, and cash flow
- Ethics, integrity, professional practices, and correspondence
- What employers value in interns and new employees (how employees create value)
- International travel and cultures
- Personal finance, savings, retirement
- Intellectual property
• Lean start-ups and entrepreneurship
• Lifelong learning

Academic Integrity

From Penn State Senate Policy 49-20, Academic Integrity:

Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at The Pennsylvania State University, and all members of the University community are expected to act in accordance with this principle. Consistent with this expectation, the University’s Code of Conduct states that all students should act with personal integrity, respect other students’ dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts.

This applies to M E 390 and 490. If you have questions or encounter situations that compromise the fairness of the course assessments, please bring that to the attention of the instructor.

Note that any assignments that appear to be copied from other student work, solutions guides and manuals, or web databases (Chegg, CourseHero, etc) will be treated as academic integrity violations. The offense will be submitted to the College of Engineering Academic Integrity Committee naming both the copier(s) and the copiee(s). More information is available at: Academic Integrity Information.

Disability Resources

From Penn State’s Office of Student Disability Resources:

Penn State welcomes students with disabilities into the University’s educational programs. Every Penn State campus has an office for students with disabilities. Student Disability Resources (SDR) Web site provides contact information for every Penn State campus. For further information, please visit Student Disability Resources Web site: http://equity.psu.edu/sdr.

Counseling & Psychological Services (CAPS)

Students with academic concerns related to this course should contact the instructor. Students may also encounter personal issues that may interfere with academic performance. If you find yourself facing such problems, you are encouraged to seek confidential assistance at the Penn State Counseling and Psychological Services (CAPS) Center at (814) 863-0395. Visit their website for more information at: http://studentaffairs.psu.edu/counseling. In addition, crisis intervention is available 24/7 Penn State Crisis Line at (877) 229-6400, or contact University Police at (814) 863-1111.
Nondiscrimination Statement
From Penn State’s Office of Educational Equity:

The University is committed to equal access to programs, facilities, admission, and employment for all persons. It is the policy of the University to maintain an environment free of harassment and free of discrimination against any person because of age, race, color, ancestry, national origin, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, gender, perceived gender, gender identity, genetic information or political ideas. Discriminatory conduct and harassment, as well as sexual misconduct and relationship violence, violates the dignity of individuals, impedes the realization of the University’s educational mission, and will not be tolerated. Direct all inquiries regarding the nondiscrimination policy to the Affirmative Action Office, The Pennsylvania State University, 328 Boucke Building, University Park, PA 16802-5901, Email: aao@psu.edu, Tel 814-863-0471.

Syllabus Subject to Change Statement
This syllabus represents the current course plan and is subject to change at any time. Although changes to the syllabus for this semester are not anticipated, if any changes are made, they will be provided immediately in writing to students via posting to the CANVAS course website.

Assessment and Grading
Weekly assignments will be equally weighted in the computation of course grades. Your lowest weekly score will be dropped to allow for illness, military service, religious observance, family emergency, or any other absence. Letter grades will be assigned based on the standard 93% (A), 90 (A-), 87 (B+), 83 (B), 80 (B-), 77 (C+), 70 (C), 60 (D) cutoff scheme.

It is not necessary to present documentation of your absence; your lowest score will be dropped automatically at the end of the course. ME 390/490 do not have finals or exams.

Assignment Due Date/Time
Weekly assignments are to be submitted by Friday at 11:59 pm Eastern Time each week in the appropriate Canvas dropbox.