

# Sample Syllabus

## ME 390 Course Syllabus

### Syllabus Subject to Change

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.

### ME 390 Topics

These topics will be covered in the course.

- 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

### Assessment and Grading

Assignments will be equally weighted in the computation of course grades (there are 10). 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. There is no dropping of grades and no extra credit. #dothework

In ME 390 it is always better to turn something in late as opposed to skipping it completely. Late submissions only lose 10% per day down to 50%. Once an assignment is five days late it will not drop below a 50% penalty provided the work is of sufficient quality.

April 23, 2021 is the hard deadline! No work will be accepted after April 23.

Summary of assessments:

- Earn a digital badge (10%)
- Career counselor visit (10%)
- Pick 1: mentor or personal finance presentation (10%)
- Weekly assignments (70%)

**What is a digital badge?** We have five speakers who will present topics that are either too new or just far enough afield that you won't find them in our mechanical engineering curriculum. The topics are artificial intelligence, communicating with data, business finance, design thinking, and networking -- any or all of which you may need in your professional career. Part of the Week One assignment is to give your prioritized list of preferences for these workshops. Give us your ranked list and we will do our best. Please note that these badges will require some pre- and post-work from you to get the most from the experience.

**Who are the career counselors?** The ME Academic Wellness and Career Counselors (AWCC) are a fabulous resource for all things job- and life-related. They also have substantial experience in goal setting, stress management, and general overall wellness. I hope that you will enjoy your meeting and find it very helpful. If nothing else, you should bring a copy of your resume to them for their suggestions. You will arrange your visit with a link that will allow you to make an appointment through Starfish. You will also find a consent form that you will need to have signed prior to your session that you can submit to your counselor. You will notice that the final due date for the meetings is not until April. However, I highly encourage you to have your meeting well before then. The counselors work a limited number of hours per week and if you wait until the end of the semester, you most certainly will not get in. The counselors only job is to meet with this class and it will take many weeks for everyone to get scheduled.

**What is a weekly assignment?** These are the weekly reading and writing assignments that you will find in the Canvas modules. Please give yourself enough time to think through the questions carefully. A little thought today could save a lot of headaches in your future.

**What is a mentor?** The mentors are graduates of our Penn State ME program and have volunteered to meet with you to offer guidance, advice, and information about careers. This is a very exciting program but we do not have enough mentors yet for everyone in ME 390. The mentors will assigned in the order they are requested. Email me TODAY and I will assign mentors to ME 390 students until they are all spoken for. In the future, this class will become self-sustaining and YOU will hopefully be willing to serve as a mentor to a future ME student.

**What is a personal finance presentation?** This pair of presentations will cover personal finance and some of the planning choices faced by all new employees. These early choices have huge consequences on your future.

Last word: people who don't have goals work for people who do!

## 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.

## Academic Integrity

From Penn State Senate Policy 49-20, Academic Integrity: [47-00, 48-00, and 49-00 Grades | University Faculty Senate \(psu.edu\) \(Links to an external site.\)](#)

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: <http://www.engr.psu.edu/faculty-staff/academic-integrity.aspx> (Links to an external site.).

## 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> (Links to an external site.).

## 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> (Links to an external site.). In addition, crisis intervention is available 24/7 at 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: <http://equity.psu.edu/communications-marketing/statements> (Links to an external site.)

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](mailto:aao@psu.edu), Tel 814-863-0471.

## Course Summary:

| <b>Date</b>      | <b>Details</b>   |
|------------------|--|
| Mon Jan 25, 2021 | Assignment <a href="#">Badge Preferences Survey</a>                                |
|                  | Assignment <a href="#">Your Plan</a>   |
| Fri Jan 29, 2021 | Assignment <a href="#">Develop your Academic Curricular and Co-Curricular Plan</a> |
|                  | Assignment <a href="#">Identifying Short-Term and Long-Term Academic Goals</a>     |
| Fri Feb 5, 2021  | Assignment <a href="#">Establishing Your Virtual Platform</a>                      |
|                  | Assignment <a href="#">Your Story Arc Video (Elevator Pitch)</a>                   |
| Fri Feb 12, 2021 | Assignment <a href="#">PSU ME Resume Workshop (recorded Sep 16, 2020)</a>          |
|                  | Assignment <a href="#">Resume Writing</a>  |
| Fri Feb 19, 2021 | Assignment <a href="#">Ethics Study Analyses</a>                                   |
| Tue Feb 23, 2021 | Assignment <a href="#">Data Modeling for AI (only) PRE-WORK SUBMISSION</a>         |

| <b>Date</b>      | <b>Details</b>   |
|------------------|--|
|                  | Assignment <a href="#">Your Personal SWOT Analysis</a>                                 |
| Fri Feb 26, 2021 | Assignment <a href="#">Your Skills Matrix</a>  |
|                  | Assignment <a href="#">Personal Finance Presentations</a>                              |
| Fri Mar 5, 2021  | Assignment <a href="#">Graduate School Prep</a>  |
| Tue Mar 9, 2021  | Assignment <a href="#">Data Modeling for AI (only) - POST WORK submission</a>          |
| Wed Mar 10, 2021 | Assignment <a href="#">Data Visualization for Impact (only) POST-WORK submission</a>   |
| Fri Mar 12, 2021 | Assignment <a href="#">Career Path Scavenger Hunt</a>                                  |
| Tue Mar 16, 2021 | Assignment <a href="#">Design Thinking for Engineers (only) - POST WORK submission</a> |
|                  | Assignment <a href="#">AWCC Visit + Reflection</a>                                     |
| Fri Apr 23, 2021 | Assignment <a href="#">Digital Badge Assignment</a>                                    |
|                  | Assignment <a href="#">PSMES Mentor</a>  |
|                  | Assignment <a href="#">Major Course Take-Aways (Optional extra credit)</a>             |
|                  | Assignment <a href="#">Resume Peer Review (on hold for covid)</a>                      |