PURPOSE

The ECE Graduate Seminar, ECE 694, is designed to provide opportunities for professional development of graduate students, raise their awareness of various other issues that they may face in their professional careers, and provide them opportunities to survey research seminars of their interest. This objective is accomplished by attending ECE694A seminars and other seminars approved by the School of ECE. Students are allowed to substitute a maximum of 13 research seminars from the standard classroom seminar list by other alternative research seminars (see list below).

PEER RESUME REVIEW and MOCK INTERVIEWS

The seminar course generally does not require additional work or homework assignments. However, you will be given the opportunity to improve your own resume and to see how your resume might be used in a real world example. You will hear presentations on the topic of resumes. With that information and a sample job posting you will be asked to hand in your resume as a paper copy on October 15, 2015. In a subsequent week you will play the role of a hiring manager and review all the resumes that were handed in to select your 3 favorite candidates that you would invite for an on-site interview. We will tally the votes and discuss the 3 resumes with the most votes. If there is time, and an opportunity, we will invite the corresponding individuals to mock interviews in a subsequent week. The mock interviews will demonstrate different elements of a full day on-site review process.

Handing in your resume is MANDATORY by October 15, 2015. If you do not hand in your resume by October 15, 2015, you will need to attend two additional seminars!

You can hand your resume in electronically to Chris Ramsey at cramsey@purdue.edu or as a hardcopy by October 15, 2015.

If you do not wish to reveal your personal information on your resume, change your name and address! Please do so on all pages of your resume! Write your name on the back of the first page or include the name in your email submission, so we know you handed in your resume.
If you choose to reveal your proper name on the resume you agree to have your name and information released to the members of the class, the administrative staff, and the relevant ECE694 lecturers.

ATTENDANCE AND GRADING POLICY STATEMENTS

ECE694 is a class for which students will receive a “satisfactory/unsatisfactory” grade. There will be 15 lectures/seminars. A satisfactory grade will require the attendance of 15 lectures, handing in a resume by October 15, 2015, to act professionally during the seminars, be on time, and fill out the feedback form. At least 2 of these must be regularly scheduled ECE 694 seminars – 13 seminars may be substituted. Note that the last seminar by the department head is a mandatory seminar.

If a student does not satisfy the attendance requirement to receive a satisfactory grade by Friday, December 11, 2015 (the Friday BEFORE finals week) she/he will receive an unsatisfactory grade – no exceptions or extensions! Please plan ahead and attend some extra seminars.

MAKE-UP POLICIES:

Especially towards the end of the semester the reasons to miss the scheduled lectures seem to increase. At the same time the list of available external seminars becomes shorter. Students are strongly encouraged to attend various additional seminars throughout the semester so that by the end of the semester they are not in a crunch to make up for missed seminars.

Students must show a total credit of 15 attended seminar classes of which at least 2 are from the regularly scheduled ECE694 seminars and 13 additional seminars can be chosen from a list of alternative research seminars.

If the student does not hand in a resume on time on October 15, 2015, then 2 additional seminars must be attended making a total of 17 seminars required for the course.

If the student misses the last lecture by the department head on December 10, 2015, then 2 additional seminars must be attended making a total of 17 seminars required for the course.

If a student does not hand in a resume and misses the last lecture by the department head on December 10, 2015, then 4 additional seminars must be attended, making the total requirement 19 seminars.

Students are required to follow-through with the attendance of other seminars with Chris Ramsey in Wang 2080.
ALTERNATIVE RESEARCH SEMINARS

Up to 13 of the 15 seminars can be seminars that you select from the list below:

(1) ECE area seminars
(2) ECE seminars of prospective ECE faculty
(3) Biomedical Engineering seminars
(4) Nanotechnology seminars
(5) CS, Physics, and Chemistry seminars
(6) On September 24th Purdue is holding a special event, Dawn or Doom 2 (https://engineering.purdue.edu/ECE/Seminars/Non-ECE_Seminars/Non_ECE_Seminars/dawn-or-doom2). ECE694 students can pack any number of these lectures to count towards attendance as individual attendances for ECE694.

To establish credit for attending one of the seminars above, complete an “ECE 694 Seminar Credit” form, and deposit it in the box outside of WANG 2080 within 48 hours after the seminar. Credit forms can be found at: https://engineering.purdue.edu/ECE/Seminars/Graduate.

ATTENDANCE RECORD

Your attendance will be taken. However, ultimately, it is your responsibility to keep track of your attendance record. To help keep you updated and help assure a successful completion to those students not in satisfactory standing, we will email attendance status notices once during the semester. You may also stop by WANG 2080 anytime, and Chris Ramsey will update you on your attendance status.

PROFESSIONAL BEHAVIOR POLICY STATEMENTS

This seminar course will bring in a variety of different, well experienced, and distinguished speakers, many of them from outside Purdue. Students in attendance of the seminar are expected to pay the appropriate respect to the speakers. As a sign of respect to the speakers the following rules will be enforced:

1. No open laptops, no cell phones, no PDAs, iPhones, Blackberrys, etc.
2. No “resting” in your chair or on your desk (closed or open eyes).
3. Punctual appearance in the seminar room. The class starts promptly at 3:00 p.m., the administrators distribute attendance sheets and leave at 3:00 p.m. **If you arrive after the departure of the administrators, your attendance will not be counted.**
4. Your attendance sheet contains a feedback form on the back. **The completion of the feedback sheets is mandatory.**
5. If you do not complete the feedback sheets, you will not receive credit for attending this particular seminar.
If you violate requirements 1 and 2 above, your attendance sheet will be confiscated and you will not receive a credit for attending the lecture. A repeated violation of these requirements will result in an unsatisfactory grade in this class, irrespective of the number of attended lectures.

**MAJOR CAMPUS EMERGENCIES:**

In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances. In such an event, information will be provided through the course web page.

**QUESTIONS?**

Should you have any questions regarding this course, the professor in charge is Professor Gerhard Klimeck (phone: 49-49212; login: gekco@purdue.edu). Chris Ramsey handles course logistics and can be reached at 49-46442 or by email at cramsey@purdue.edu. Her office is room 2080 in the WANG building.

You should check the web site each week to determine if there is a scheduled ECE 694 seminar or if you need to locate an outside seminar for that week. You can also obtain ECE694 credit forms at the web site as well as a copy of this handout.