ECE 694A Spring 2016
Course Information (Syllabus)

https://engineering.purdue.edu/ECE/Seminars/Graduate

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 ECE 694A seminars and other seminars approved by the School of ECE. Students are allowed to substitute a maximum of 13 research seminars from the standard class room seminar list by other alternative research seminars (see list below).

Typically less than 10% of the students in the class have taken ECE 400 in their undergraduate degree here at Purdue. These students will find a strong overlap between the external speakers here in ECE 694 and ECE 400. This overlap of about 50% of the seminars with ECE 400 is understood and cannot be changed. Unless these students are enthusiastic about hearing a seminar again that they attended a few semesters ago, it is suggested that alternative seminars should be attended.

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 via email or as a paper copy on March 24, 2016.

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. In some semesters, the scheduling allows to schedule a session where 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 considered MANDATORY by March 24, 2016. If you do not hand in your resume by March 24, 2016, you will need to attend two additional seminars! The resume review exercise
requires a significant and overwhelming number of resumes. Therefore the resume submission is strongly encouraged.

You can hand your resume in electronically to Chris Ramsey at cramsey@purdue.edu or as a hardcopy by March 24, 2016.

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 ECE 694 lecturers.

ATTENDANCE AND GRADING POLICY STATEMENTS

ECE 694 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 March 24, 2016, 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 request by the Department head. This last seminar counts for 2 substitute seminars if you were to miss it.

If a student does not satisfy the attendance requirement to receive a satisfactory grade by Friday, April 29, 2016 at 5 p.m. (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 ECE 694 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 **March 24, 2016**, then **2 additional seminars must be attended**. Blackboard will show a “0” if you turned in a resume and a “-2” if you did not.

If the student misses the last lecture by the department head on **April 29, 2016**, then **2 additional seminars** (1 for the scheduled seminar plus 1 for the extra seminar) **must be attended**. If this seminar is missed, Blackboard will show a “-1”.

If a student does not hand in a resume and misses the last lecture by the department head on **April 29, 2016**, then **4 additional seminars must be attended**.

Your total points in Blackboard should be at least 15 to pass the course.

**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. Exceptional, University wide seminars (to be approved by the instructor)

Excluded seminars are:

1. MS defenses, PhD Prelims, PhD defenses
2. Informational events such as club call-outs, industrial hiring seminars/socials

Online Seminars on Professional Development:

1. nanoHUB.org features a Professional Development Seminar Series where past ECE 694 seminars have been videotaped. [https://nanohub.org/resources/8314](https://nanohub.org/resources/8314)

   For the student to receive credit for “attending” an online seminar in this series, the student has to leave a meaningful review of that specific seminar **under their name (i.e. not anonymous) on nanoHUB.** Meaningful implies here a written reflection on the critical message(s) of the seminar (i.e. some sort of proof that the student actually listened to the seminar) and an honest ranking that appears to be justified by the review. I.e. “Awesome seminar; I learned a lot!” or “Bad seminar, I was not interested” do not qualify as meaningful.
Once the review and ranking are visible publicly with your name the student needs to send the link of the review to Chris Ramsey at cramsey@purdue.edu for approval and proper attendance credit assignment.

To establish credit for attending one of the seminars above, complete a current “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. All attendance and makeup seminars will be posted in Blackboard as soon as possible. Students are required to follow-through with the attendance of other seminars with Chris Ramsey as outlined above.

**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, Androids, 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 meaningful completion of the feedback sheets is mandatory.** If you hand in your attendance sheet WITHOUT a meaningful feedback, you will receive no attendance credit. **All of the speakers** have, in the past, taken the student feedback very seriously and **will get copies of the feedback forms.** Students will be given 5 minutes at the **end of the seminar** to fill out the feedback form.

Students: How would you feel if an instructor gave you a “F” grade for your whole semester’s work after the first class lecture? .... Therefore, please do not fill out the forms with a blanked “very good” hash mark 5 minutes after the seminar has begun! Therefore, please do not write blanket statements such as “very good” or “boring” without textual justification.
If you violate requirements 1, 2, and 4 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; email at: 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 ECE 694 credit forms at the web site as well as a copy of this handout.