

ECE 694 Fall 2017

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 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, submitting resumes to the peer review process, and attending alternative seminars.

There are 15 lectures throughout the semester each worth ONE credit and a student will need 18 credits to get a passing grade for ECE 694. Three additional credits can be obtained by handing in 3 resumes as described below, or by attending additional research seminars.

Please note the overlap with ECE 400: Typically less than 10% of the students in the class have taken ECE 400 in their undergraduate degree here at Purdue. These few students will find a strong overlap between some of the external speakers here in ECE 694 and then a while ago in ECE 400. This overlap of the external seminar speakers 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.

ATTENDANCE AND GRADING POLICY STATEMENTS

ECE 694 is a class for which students will receive either a "satisfactory" or an "unsatisfactory" grade. 18 credits are required to obtain a satisfactory grade. The standard way to achieve 18 credits will be by attending the standard 15 lectures/seminars – each worth ONE credit and submitting 3 substantively different resumes by **Aug. 31st, Sept. 9th, and Oct. 5th, 2017** where each resume counts as one credit. Missing credits can be made up by the policy described below.

Part of obtaining the credit for seminar attendance depends on the student's ability to follow the rules stated in the section "**PROFESSIONAL BEHAVIOR POLICY STATEMENTS**".

If a student does not satisfy the **attendance requirement to receive a satisfactory grade by Friday, Dec. 8th 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.

Your total points in Blackboard should be at least 18 to pass the course.

Your attendance will be taken. However, ultimately, it is your responsibility to keep track of your attendance record on Blackboard. 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 below.

Multi-Stage PEER RESUME REVIEW and INTERVIEW Skills

This 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 real world examples. The resume improvement process will be in multiple phases which includes 3 resume collections and multiple uses of these collected resumes during classroom times:

Resume collections, resume credit rules, and classroom usage of these resumes:

- **Resume collection: Aug. 31, 2017** (second week of class): bring a hardcopy of your resume to class **and** send an email copy to Chris Ramsey at cramsey@purdue.edu. We will call this document resume "Version 1". This electronically submitted resume "Version 1" will be worth 1 credit towards the total of 18 credits needed to get a passing grade for ECE694.
- Classroom use of resume "Version 1": **Aug. 31st, 2017**: There will be a lecture on resumes on **Aug. 31st, 2017** by Dr. Gerhard Klimeck, who will provide guidance on how to improve your existing resume. You may want to take notes and edits on the hard-copy of your existing resume and take that home to make changes for the version you hand in next week.
- **Resume collection: Sept. 7, 2017** (third week of class): send an email copy of your resume to Chris Ramsey at cramsey@purdue.edu. We will call this document resume "Version 2". This resume "Version 2" will be worth 1 credit towards the total of 18 credits needed to get a passing grade for ECE694. Mrs. Chris Ramsey and Prof. Klimeck will *very briefly* evaluate if you have made *substantive changes compared to your resume "Version 1"*.

Please note:

- o You will only get 1 credit for this resume "Version 2" if you have made substantive changes from "Version 1". If we deem that there are no substantive changes then there will be no credit.
- o You can get 1 credit for resume "Version 2" if you did NOT hand in a "Version 1". Please note that in this case you already have to make up the missing "Version 1" by attending an additional external seminar.
- Classroom use of resume "Version 2":
 - o **Sept. 14th**: All "N" collected resumes will be numbered 1 through N, assembled into a single large file, copied (N+i) times, and distributed in class on **Sept. 14th, 2017**. Each student attending the class will play the role of a hiring manager and review all these

N resumes that were handed in. Each student will be given a voting sheet to select their 3 favorite candidates as described in the resumes. We will tally the votes and discuss the 3 resumes with the most votes.

- **Sept. 14th**: We will discuss your experience as a “hiring manager” and opportunities to improve your resumes in light of your experience reviewing a large set of resumes in a very short time. The resumes with the high number of votes will be discussed in more detail.
- **Sept. 28th**: We will hold a Resume review workshop which will be an interactive small group session to review and improve individual resumes. Each student should bring 5 hardcopies of her/his own resume.
- Your experience on **Sept. 14th** and the workshop on **Sept. 28th** should enable you to dramatically improve your resume to be collected in the following week.
- **Resume collection: Oct. 5th, 2017 (7th week of class):** send an email copy of your resume to Chris Ramsey at cramsey@purdue.edu. Your resume will have been numbered from the collection of “Version 2”. Please reuse the SAME number as you hand in your UPDATED resume. We will call this document resume “Version 3”. This resume “Version 3” will be worth 1 credit towards the total of 18 credits needed to get a passing grade for ECE694. Mrs. Chris Ramsey and Prof. Klimeck will *very briefly* evaluate if you have made *substantive changes compared to your resume “Version 2”*. Please note:
 - You will only get 1 credit for this resume “Version 3” if you have made substantive changes from “Version 2”. If we deem that there are no substantive changes then there will be no credit. (The top 3 voted resumes are excluded from this visual check – yet one can argue that a resume can always be improved further).
 - You can get 1 credit for resume “Version 3” if you did NOT hand in a “Version 1” and a “Version 2”. Please note that you will have to make up the missing “Version 1” and “Version 2” with 2 additional external seminars.
- Classroom use of resume “Version 3”:
 - **Oct. 26th**: All “N” collected resumes will be numbered 1 through N, assembled into a single large file, and deposited on blackboard for students to be downloaded. In this one and only time on **Oct. 26th** students are allowed to use their laptop, or tablet computer to review the resumes in class. Please inform Prof. Klimeck and Mrs. Ramsey if you do not have such a mobile device and need a hard-copy of the resume stack. Each student in the class of **Oct. 26th** will play the role of a hiring manager again and review all

these N resumes that were handed in. Each student will be given a voting sheet to select their 3 favorite candidates as described in the resumes. We will tally the votes, compare the distribution of votes from **Sept. 7th**, and discuss various resumes again.

Handing in your individually substantively improved resumes is considered MANDATORY by **Aug. 31st, Sept. 9th, and Oct. 5th, 2017. If you do not hand in your resume by **Aug. 31st, Sept. 9th, and Oct. 5th, 2017**, you will need to attend one additional seminar for each missed resume hand-in. I.e. you may have to attend 3 additional seminars!** The resume review exercise requires a significant and overwhelming number of resumes. Therefore the resume submission is strongly encouraged and incentivized.

To receive credit you must submit your resume electronically to Chris Ramsey at cramsey@purdue.edu by **Aug. 31st, Sept. 9th, and Oct. 5th, 2017.**

If you do not wish to reveal your personal information on your resume, change your name, address, and any other personal information! If you change your name, make sure you use your proper name when submitting the resume electronically to Mrs. Ramsey.

If you choose to reveal your proper name, identification, email, or phone number on the resume then you agree to have your name and information released to the members of the class, the administrative staff, the relevant ECE 694 lecturers, posting for everyone in the class on blackboard, and the associated recycling bin, which will contain the material after class. There is no assumption here that your resumes will be shredded!

Very brief resume guidance for ECE 694:

- Make your resume fit on a single page – if you submit a document with more than 1 page, any additional pages will be discarded and NOT included in the distribution.
- Make the resume feel and sound like the one you want it to be when you graduate in a few years. It can be your DREAM resume. The resume can be completely fictitious for the purpose of this ECE694 class! This will help you shape your thinking and preparation for the next few years to build up a portfolio of experiences needed for a future employment.
- A resume is NOT a reflection or representation of all things you have done in your professional and personal life.
- A resume is the first step towards getting an interview at an employer. Please realize that you will not be hired for what you have done as a task in the past but for your perceived capabilities in:
 - o Scientific discovery and problem solving
 - o Ability to prepare publications and presentations
 - o Independence of judgement and decision making
 - o Working in a team as a peer, supervisor, and employee (e.g. mentor junior students, support senior students)
 - o Ability to report results to a supervisor
 - o Ability to interact and communicate with customers
 - o Administration, general contributions, and interpersonal skills

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.

If the student does not hand in a substantively changed resume on time on **Aug. 31st, Sept. 9th, and Oct. 5th, 2017**, then **3 additional seminars must be attended (1 for each missed resume)**. Blackboard will show a "1" if you turned in a resume and a "0" if you did not.

ALTERNATIVE RESEARCH SEMINARS

Students can select "external" seminars 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
- (3) Student-organized peer seminar series with working groups or ECE areas.

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>.

Alternative 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>

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. Please be open and constructive in your criticism – a bad review does not mean that you will not get credit for listening, but means you participated in hopefully improving the new version of that seminar that may be re-taped in future. Once the review and ranking are visible publically 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.

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. (except possibly on **Oct. 26th** when we perform the resume peer review electronically).
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? As a corollary, please do not fill out the forms with a blanked "very good" hash mark 5 minutes after the seminar has begun! 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 collected by the course instructor 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.

SUMMARY of DUE DATES and NOTES:

- Aug. 31st:** bring a hardcopy of your existing resume to class and send an email copy to Chris Ramsey at cramsey@purdue.edu
- Sept. 9th:** send an electronic copy of your **improved** resume to Chris Ramsey at cramsey@purdue.edu
- Sept. 28th:** each student should bring 5 paper copies of their own resume to class
- Oct. 5th:** send an electronic copy of your **improved** resume to Chris Ramsey at cramsey@purdue.edu
- Oct. 26th:** bring a portable electronic device where you can review resumes electronically. If you do not own such portable device, please inform Prof. Klimeck and such that a hardcopy of the resumes can be printed for you.
- Dec. 8th:** If a student does not satisfy the **attendance requirement to receive a satisfactory grade by Friday, DEC. 8th 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.

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). Mrs. 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.