

# ECE 694A Fall 2018

## 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, submitting votes for the peer review process, and attending alternative seminars.

There are 15 lectures throughout the semester, each worth ONE credit and a student will need 20 credits to get a passing grade for ECE 694. Five (5) additional credits can be obtained by handing in 4 resumes and submitting 1 electronic vote survey as described below, or by attending 5 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 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. Twenty (20) credits are required to obtain a satisfactory grade. The standard way to achieve 20 credits will be by attending the standard 15 lectures/seminars – each worth ONE credit and submitting 4 substantively different resumes by **NOON on Aug. 30<sup>th</sup>, Sept. 13<sup>th</sup>, Sept. 24<sup>th</sup>, and Oct. 11<sup>th</sup>, 2018** where each resume counts as one credit and an electronic resume review result by **NOON on Oct. 2<sup>nd</sup>, 2018**. 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**”.

Your total points in Blackboard should be at least 20 to pass the course.

If a student does not satisfy the **attendance requirement to receive a satisfactory grade by Friday, DEC. 7<sup>th</sup> 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 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

Your resume reflects your professional accomplishments and career. Some aspects of this course are intended to teach you about what should be on your resume when you graduate in a few years from now. A resume is full of substance – you need to prepare the substance you will document in a few years. This substance does not just magically materialize 1 month before you graduate. Therefore, you should think about what you would like to have your future resume say about you. Resume content preparation takes years!

The typeset preparation of a resume also takes a lot of effort and iterations. This course has a couple of structured exercises that have the following intended outcomes:

- 1) While everyone in the class already has a resume that was used for the graduate school admission, almost no one in class has participated in the resume receiving part of a hiring process. There are two exercises in this course where each student has to opportunity to feel the joy and pain of a hiring manager who has to plow through 80+ resumes in a very short time and pick 3 “best resumes”. One exercise will be in class with paper resume copies. The second exercise will be a homework assignment with electronic voting on a pdf copy of the resumes. The desired learning outcome is that you understand more how your resume will be read, and then use that experience to make your resume more readable and more powerful.
- 2) Down the line you will most likely need to target specific employers with specific jobs. Your resume will need to be customized for each specific application. One exercise will let you target your resume for 1 of 5 specific job openings we share with the class. The desired learning outcome is that you appreciate the need and learn the skill of resume customization. The goal setting towards 1 of 5 specific job announcements also makes the peer review voting more specific. That specific job announcement target is based on student feedback from previous years.
- 3) You can enhance your graduate school experience by spending some time away! At an internship! Such internships will help you get exposure to the “real world”, help you structure your work better when you return to your graduate work, and also develop a professional network that will help your future career. For internships you may need to cast the web widely through the Purdue Center for Career Opportunities (CCO) and have a more “generic” internship resume. The desired outcome of this exercise is for you to have a resume that you can post on the CCO web site to plan for future internships.

In this seminar course you can generate 5 of the 20 needed credits by:

- Submitting 4 subsequently improved resumes (1 credit each)
- Spending the time on voting electronically on a set of electronic resumes (1 credit)

The resume improvement process will be in multiple phases which includes 4 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 Version 1: AUG. 30<sup>th</sup>, 2018:**  
Customize your resume for an application to one of five provided job announcements. Imagine that there really are just these 5 jobs in the world and you have to pick one and make your past experience relevant to one of these jobs. Send an email copy to [ece694purdue@gmail.com](mailto:ece694purdue@gmail.com). We will call this document resume "Version 1". This electronically submitted resume "Version 1" will be worth 1 credit towards the total of 20 credits needed to get a passing grade for ECE 694.
- Classroom use of resume "Version 1": 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. 6<sup>th</sup>, 2018. 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 vote for their 3 favorite resumes. We will tally the votes and discuss the 3 resumes with the most votes.
- **Resume collection Version 2: Sept 13<sup>th</sup>, 2018:**  
With your experience as a hiring manager you are asked to improve your resume with the target for a specific job opening. Send an email copy of your resume to [ece694purdue@gmail.com](mailto:ece694purdue@gmail.com). We will call this document resume "Version 2". This resume "Version 2" will be worth 1 credit towards the total of 20 credits needed to get a passing grade for ECE 694. Mrs. Chris Ramsey 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. 20th: Each student should bring 5 hardcopies of her/his own resume.  
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. We will hold a Resume review workshop which will consist of interactive small group sessions to review and improve individual resumes.
  - o Your experience on Sept. 6<sup>th</sup> and the workshop on Sept. 20<sup>th</sup> should enable you to dramatically improve your resume to be collected Sept. 24<sup>th</sup>.
- **Resume collection Version 3: Sept 24<sup>th</sup>, 2018 – NOTE THIS IS A MONDAY:**  
Send an email copy of your resume to [ece694purdue@gmail.com](mailto:ece694purdue@gmail.com). 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 20 credits needed to get a passing grade for ECE 694.  
Mrs. Chris Ramsey and Prof. Klimeck will *very briefly* evaluate if you have made *substantive changes compared to your resume "Version 2"*. Please note:
  - o 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.
  - o 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.
- **Voting for the best resume Version 3 – a homework exercise: Oct. 2nd, 2018 – NOTE THIS IS A TUESDAY:**  
On Thursday Sept. 27<sup>th</sup> you will receive access to an electronic copy of all the resumes and a personalized link to a voting survey. In that survey you will need to vote for your 3 favorite resumes. Please also note the time you spent on this resume exercise.  
Your resume voting is worth 1 credit.  
The votes will be discussed in class on Oct. 4<sup>th</sup>, 2018. Be prepared to discuss your votes!
- Classroom use of resume "Version 3":
  - o Oct. 4<sup>th</sup>: We will discuss the electronic votes from Oct 2<sup>nd</sup> and draw further conclusions.  
We will then proceed in a small group exercise on how to

generalize the resume for an internship application. The desired outcome would be a resume you would be happy to submit to the CCO website for an internship.

- **Resume collection Version 4: Oct. 11<sup>th</sup>, 2018:**

Prepare your resume for consideration as a summer internship as discussed in the workshop on Oct. 4<sup>th</sup>. Send an email copy of your resume to [ece694purdue@gmail.com](mailto:ece694purdue@gmail.com). Your resume will have been numbered from the collection of "Version 3". Please reuse the SAME number as you hand in your UPDATED resume. We will call this document resume "Version 4". This resume "Version 4" will be worth 1 credit towards the total of 20 credits needed to get a passing grade for ECE 694.

Mrs. Chris Ramsey and Prof. Klimeck will *very briefly* evaluate if you have made *substantive changes compared to your resume "Version 3"*. Please note:

- You will only get 1 credit for this resume "Version 4" if you have made substantive changes from "Version 3". If we deem that there are no substantive changes then there will be no credit.
- You can get 1 credit for resume "Version 4" if you did NOT hand in any previous resumes. Please note that you will have to make up the missing "Version 1, 2, 3" with 3 additional external seminars.

**Submitting your individually, substantively improved resumes is considered MANDATORY by NOON Aug. 30<sup>th</sup>, Sept. 13<sup>th</sup>, Sept. 24<sup>th</sup>, and Oct. 11<sup>th</sup>, 2018. If you do not hand in your resume by Aug. 30<sup>th</sup>, Sept. 13<sup>th</sup>, Sept. 24<sup>th</sup>, and Oct. 11<sup>th</sup>, 2018, you will need to attend one additional seminar for each missed resume hand-in. I.e., you may have to attend 4 additional seminars!** The resume review exercise requires a significant and overwhelming number of resumes. Therefore, the resume submission is strongly encouraged and incentivized. One credit will be given if you submit your resume vote electronically by **NOON of Oct. 2<sup>nd</sup>, 2018.**

**To receive credit, you must submit your resume electronically to [ece694purdue@gmail.com](mailto:ece694purdue@gmail.com) by Aug. 30<sup>th</sup>, Sept. 13<sup>th</sup>, Sept. 24<sup>th</sup>, and Oct. 11<sup>th</sup>, 2018 and submit an online survey vote by NOON of Oct. 2<sup>nd</sup>, 2018.**

## **Personal Identification – Privacy:**

**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 commitment 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.
- Do **NOT** write what you have done – write about impact!  
Think STAR:  
**S**ituation  
**T**ask  
**A**ction  
**R**esult
- 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 NOON of **Aug. 30<sup>th</sup>, Sept. 13<sup>th</sup>, Sept. 24<sup>th</sup>, and Oct. 11<sup>th</sup>, 2018**, then **4 additional seminars must be attended (1 for each missed resume)**. If a student does not participate in the only **resume voting exercise by NOON on Oct. 2<sup>nd</sup>, 2018**, then the 1 additional seminar must be attended. Blackboard will show a "1" if you turned in a resume or voted and a "0" if you did not.

Students can make-up credits through attending:

- alternative research seminars
- alternative on-line seminars

The processes for these alternatives are described below.

## 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 1 of the seminars above, complete a **current** "ECE 694 Seminar Credit" form, and **deposit it in the box** outside of WANG 2080 **within 1 week** after the seminar; e.g., if the seminar is on the 4<sup>th</sup>, the credit form is due by noon on the 11<sup>th</sup>. 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 the future. Once the review and ranking is visible publically with your name, the student needs to send the link of the review to [ece694purdue@gmail.com](mailto:ece694purdue@gmail.com) 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 on Sept 6<sup>th</sup> for online voting and except possibly on Sept. 20<sup>th</sup> or Oct. 4<sup>th</sup> when we perform the resume peer review).
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 p.m.; the administrators distribute attendance sheets and leave at 3 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 an "F" grade for your whole semester's work after the first lecture? .... As a corollary, please do not fill out the forms with a blanket "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:**

### **ALL submissions are due at NOON, 12 p.m., on that day!**

- Aug. 30<sup>th</sup>: Resume Version 1 **submission**: Customize your resume for an application to one of five provided job announcements. Imagine that there really are just these 5 jobs in the world and you have to pick one and make your past experience relevant to one of these jobs. Send an email copy to [ece694purdue@gmail.com](mailto:ece694purdue@gmail.com).
- Sept. 6<sup>th</sup>: Bring an electronic device that provides you with email and web-page access. We need you to vote electronically in class.
- Sept. 13<sup>th</sup>: Resume Version 2 **submission**. Send an electronic copy of your **improved** resume to [ece694purdue@gmail.com](mailto:ece694purdue@gmail.com).
- Sept. 20<sup>th</sup>: Bring 5 paper copies of your resume version 2 to class for a peer review workshop.
- Sept. 24<sup>th</sup>: Resume Version 3 **submission**. Send an electronic copy of your **improved** resume to [ece694purdue@gmail.com](mailto:ece694purdue@gmail.com).
- Oct. 2<sup>nd</sup>: **Vote** for the 3 best resumes through a survey link that will be sent to your Purdue email via Blackboard.
- Oct. 4<sup>th</sup>: Bring 5 paper copies of your resume version 3 to class for a peer review workshop.
- Oct. 11<sup>th</sup>: Resume Version 4 **submission**. Prepare your resume for a possible internship application. Send an electronic copy of your **improved** resume to [ece694purdue@gmail.com](mailto:ece694purdue@gmail.com).
- Dec. 7<sup>th</sup>: If a student does not satisfy the **attendance requirement to receive a satisfactory grade by Friday, DEC. 7<sup>TH</sup> 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.

## **MENTAL HEALTH AND WELL-BEING:**

Purdue University is committed to advancing the mental health and well-being of its students. If you or someone you know is feeling overwhelmed, depressed, and/or in need of support, services are available. For help, such individuals should contact Counseling and Psychological Services (CAPS) at (765)494-6995 and <http://www.purdue.edu/caps/> during and after hours, on weekends and holidays, or by going to the CAPS office on the second floor of the Purdue University Student Health Center (PUSH) during business hours.

## **STUDENTS WITH DISABILITIES**

Purdue University strives to make learning experiences as accessible as possible. If you anticipate or experience physical or academic barriers based on disability, you are welcome to let me know so that we can discuss options. You are also encouraged to contact the Disability Resource Center at: [drc@purdue.edu](mailto:drc@purdue.edu) or by phone: 765-494-1247.

## **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](mailto:gekco@purdue.edu)). Mrs. Chris Ramsey handles course logistics and can be reached at 49-46442 or by email at [cramsey@purdue.edu](mailto:cramsey@purdue.edu). Her office is room 2080 in the WANG building.

The ECE Communication Specialist Mrs. Brooke Parks will lead the class in Prof. Klimeck's absence.

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.