**PURDUE UNIVERSITY**
REQUEST FOR ADDITION, EXPIRATION,
OR REVISION OF AN UNDERGRADUATE COURSE
(10000-40000 LEVEL)

**DEPARTMENT** Engineering Education
**EFFECTIVE SESSION** Fall 2012

**INSTRUCTIONS:** Please check the items below which describe the purpose of this request.

| 1. | New course with supporting documents |
| 2. | Add existing course offered at another campus |
| 3. | Expiration of a course |
| 4. | Change in course number |
| 5. | Change in course title |
| 6. | Change in course credit/type |
| 7. | Change in course attributes (department head signature only) |
| 8. | Change in instructional hours |
| 9. | Change in course description |
| 10. | Change in course requisites |
| 11. | Change in semesters offered (department head signature only) |
| 12. | Transfer from one department to another |

**PROPOSED:**
**Subject Abbreviation:** ENGR
**Course Number:** 40600
**Long Title:** Engineering Ambassador Leadership Seminar
**Short Title:** ENGR Ambassador Seminar

**EXISITING:**

**Subject Abbreviation**

**Course Number**

**Long Title**

**Short Title**

Abbreviated title will be entered by the Office of the Registrar if omitted. (50 CHARACTERS ONLY)

**CREDT TYPE**

| 1. Fixed Credit: Cr. Hrs. | 1 |
| 2. Variable Credit Range: Minimum Cr. Hrs (Check One) To | |
| Maximum Cr. Hrs. | |
| Equivalent Credit: Yes | No |

**CREDIT TYPE**

**MINUTES PER WEEK**

Lecture
Recitation
Presentation
Laboratory
Lab Prep
Studio
Distance
Clinic
Experiential
Research
Ind. Study
Pract/Observ

**MEETINGS PER WEEK**

1

**WEEKS OFFERED**

16

**% OF CREDIT ALLOCATED**

100

**COURSE ATTRIBUTES:**

| 1. Pass/Not Pass Only |
| 2. Satisfactory/Unsatisfactory Only |
| 3. Repeatable |
| Maximum Repeatable Credit: |
| 4. Credit by Examination |
| 5. Fees: Coop Lab Rate Request |

Include comment to explain fee

**TERMS OFFERED**

| X Fall | X Spring | Summer |

**CAMPUS(ES) INVOLVED**

Calumet
Cont Ed
Ft. Wayne
Indianapolis
N. Central
Tech Statewide
W. Lafayette

**FISCAL RECEIVED**

2012 JUL 16

**OFFICE OF THE REGISTRAR**

Calumet Department Head
Calumet School Dean

Fort Wayne Department Head
Fort Wayne School Dean

Indianapolis Department Head
Indianapolis School Dean

North Central Senate Chair

West Lafayette Department Head
West Lafayette College School Dean

Vice Chancellor for Academic Affairs

West Lafayette Registrar

Signature

Date

[Handwritten Notes]
Engineering Faculty Document No. 25-12
January 31, 2012
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To: The Faculty of the College of Engineering

From: The Faculty of the School of Engineering Education

RE: New Undergraduate Level Course ENGR 40600 Engineering Ambassador Leadership Seminar

The Faculty of the School of Engineering Education has approved the following new course. This action is now submitted to the Engineering Faculty with recommendation for approval.

ENGR 40600 Engineering Ambassador Leadership Seminar
Semester 1 & 2, Lecture 1, Cr.1, Repeatable for credit

Restrictions: College of Engineering Ambassador, enrolled College of Engineering, full-time student, have completed at least three academic semesters at Purdue, Purdue cumulative GPA 2.8 or higher.

Course attribute: Approval by Instructor

Description:
Seminar on leadership theory, leadership style, professional skills, teamwork, mentoring, and cultural sensitivity. As a leadership experiential course, students will practice these skills while representing the Purdue College of Engineering to current and prospective students, alumni, donors, legislators, and other supporters of Purdue College of Engineering. Alumni, administration, and faculty leaders within the local community and leaders from industry will share their experiences in regards to various aspects of leadership. Students will also interact with these guests via conversation on a weekly basis.

Reason: This class was started as a resource to develop students’ ability to effectively network and communicate with potential donors, alumni, and to serve as student leaders and mentors to first year engineering students, which is yet another aspect of leadership. The class started in the fall of 2004 and has had an average attendance of 20-25 students per semester as ENGR 19500, which was the only temporary number available for ENGR courses. The program has been very successful.

David Radcliffe, Professor and Kamyar Haghighi Head
School of Engineering Education

APPROVED FOR THE FACULTY OF THE SCHOOLS OF ENGINEERING BY THE ENGINEERING CURRICULUM COMMITTEE
EGC Minutes 5/8/12
Date 5-25-2012
Chairman EGC R. Cipra
Engineering Faculty Document No. 25-12
January 31, 2012
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Supporting Documentation
ENGR 40600, CRN
Engineering Ambassador Leadership Seminar

Teri Reed-Rhoads (Ambassador Advisor/Facilitator)
Assistant Dean for Undergraduate Education
College of Engineering
Armstrong Hall Room 3000
765.494.4966 Office - 765.404.8793 cell
trhoads@purdue.edu

Missy Davies (Ambassador Liaison/Event Coordinator)
Director of Stewardship
Engineering Advancement
Armstrong Hall, Room 2013
765-496-6629
daviesm@purdue.edu

Course Information:
Spring Semester 2011
Armstrong Hall B071
Tuesday 6:00 pm

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Course Description:
Students will engage in a weekly seminar that includes topics such as leadership, professional
skills, teamwork, and Purdue culture. Students will utilize these skills while representing
Purdue College of Engineering to current and prospective students, alumni, donors,
legislators, and other supporters of Purdue College of Engineering.

Course Objectives:
1. Provide students with theoretical and experiential basis from which they may acquire and
   enhance their knowledge and skills in the areas of:
   • Leadership principles and models
   • Purdue structure, culture, and engineering education opportunities
   • Personal/professional effectiveness, including teamwork and public speaking
2. Provide students with the opportunity to develop a personal philosophy of leadership that
   includes an understanding of self, others, and community.

Course Grading:
General Information: This course is for engineering ambassadors. Speakers,
readings, and event participation will provide the basis for reflection and discussion
assignments.
Attendance and Class Participation: Attendance is important since you can't be a
leader in absentia. Coming to class on time, as well as participation in discussion and
activities is vital. You are expected to prepare for class as scheduled, raise and
discuss issues pertaining to course material and ambassador events, and be an active
participant in class.
If there is an anticipated absence, please discuss it with Teri or Missy in advance. In case of emergency, please attempt to reach Teri and or Missy by telephone or email. Sam Genson will also be a contact during special events.

**Suggested Events/Duties**

- **Attend an Engineering Information Session** – If you have not attended an EIS session or toured Armstrong Hall you should arrange to do this.

- **Promote Engineering at Purdue**: During one of the breaks visit your high school or visit one of the local high schools to talk about the engineering program. (PEP) materials provided.

- **Shadow Program**: Gives you an opportunity to meet and eat with a student one-on-one. Show them what it’s like to be an engineering student. Spring semester only.

- **GRIP Program** – Students will be matched to a first year engineering GRIP student to mentor during the spring semester. (depending on the number of students in the program) You will be required to provide follow-up on the progress you made with the student and your overall experience. Spring semester only.

- **Face Book/Bloggers**: Connect with future engineering students via Face book group (#2015). Volunteer to be an official Blogger. Correspond with admitted students from your home town to establish an open line of communication. Answer questions, talk about experiences such as:
  1. Kinds of classes you are taking for the semester.
  2. Activity involvements besides the Ambassador program.

- **Survival Sessions** – Work with FYE students before first round of exams. Offer a help session with snacks. How to study tips. (Plan this event for Fall semester)

- **Ambassador Project** – work together to do an outreach activity for faculty, staff, students or community.

- **College of Engineering Events** - You should plan to participate in at least two events during the spring semester and four events during the fall semester. A list of events along with a sign-up sheet will be provided.

**Event Participation:** The experiential aspect of this course will include participation in ambassador initiatives. In addition to events and programs that each student selects to participate in as ambassador responsibilities (minimum requirement of 2 or 4 events), there will be a few events that are required as part of this course. An event follow-up report and thank-you cards will be completed in class the following week after each event.
Please Note: Any unexcused absence could result in the lowering of one letter grade. If you miss an event, class, meeting or other engagement without an excuse you could move from a letter grade A to a letter grade B.

**Grading Structure: Grades will be determined on a point basis as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Participation/Attendance/ Required Reading</td>
<td>50</td>
</tr>
<tr>
<td>Outreach Program Such as PEP, GRIP</td>
<td>10</td>
</tr>
<tr>
<td>Outreach events: Tours, Scholar's &amp; Family Day</td>
<td>10</td>
</tr>
<tr>
<td>Ambassador Events – Alumni Events,</td>
<td>10</td>
</tr>
<tr>
<td>Required events: Project, E-Week</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total Possible Points</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

**Students with Disabilities:** Purdue University is required to respond to the needs of the students with disabilities as outlined in both the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 through the provision of auxiliary aids and services that allow a student with a disability to fully access and participate in the programs, services, and activities at Purdue University.

If you have a disability, such as a physical or learning disability, that will require academic or other assistance in this course, please speak with one of us within the first three weeks of the semester to discuss accommodations.

**Commitment to you:**

- Prepared for class and ready to engage you in the topic of the day.
- Available and willing to talk with you about whatever concerns you have about the course or ambassador program.
- Available to take your call, visit or e-mail as needed.
- Review your work, evaluate your participation, and give you timely feedback.
- Continue to work with the Engineering team to make this class a positive environment where you are free to express yourself, encouraged to learn from and with others, and equipped to develop leadership skills.
Expectation from you:

- You will be expected to be in class each scheduled session; complete exercises, and participate in events.
- You will be expected to be actively engaged in classroom discussions.
- Be open to new people, experiences and challenges so that you can grow as a leader.
- Finally, if something in class or the program needs to be improved, you should let the staff know.
- Be mindful that at the end of each semester you should make sure that the activities of this elective program are not interfering with your academic performance and also meet the guidelines for participation.