

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

EFD 46-10

DEPARTMENT Chemical Engineering

EFFECTIVE SESSION Fall 2011

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

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

PROPOSED:

EXISTING:

Subject Abbreviation

Subject Abbreviation CHE

Course Number

Course Number 40000

Long Title Professional Guidance

Short Title Professional Guidance

Abbreviated title will be entered by the Office of the Registrar if omitted. (30 CHARACTERS ONLY)

TERMS OFFERED

Check All That Apply:

Summer Fall Spring

CAMPUS(ES) INVOLVED

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Calumet | <input type="checkbox"/> N. Central |
| <input type="checkbox"/> Cont Ed | <input type="checkbox"/> Tech Statewide |
| <input type="checkbox"/> Ft. Wayne | <input checked="" type="checkbox"/> W. Lafayette |
| <input type="checkbox"/> Indianapolis | |

CREDIT TYPE

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

COURSE ATTRIBUTES: Check All That Apply

- | | | | |
|--|---|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> 1. Pass/Not Pass Only | <input checked="" type="checkbox"/> 6. Registration Approval Type | Department <input type="checkbox"/> | Instructor <input type="checkbox"/> |
| <input type="checkbox"/> 2. Satisfactory/Unsatisfactory Only | | | |
| <input type="checkbox"/> 3. Repeatable | 7. Variable Title | | <input type="checkbox"/> |
| Maximum Repeatable Credit: <input type="text"/> | 8. Honors | | <input type="checkbox"/> |
| <input type="checkbox"/> 4. Credit by Examination | 9. Full Time Privilege | | <input type="checkbox"/> |
| <input type="checkbox"/> 5. Special Fees | 10. Off Campus Experience | | <input type="checkbox"/> |

Schedule Type	Minutes Per Mtg	Meetings Per Week	Weeks Offered	% of Credit Allocated
Lecture	50	1	16	
Recitation				
Presentation				
Laboratory				
Lab Prep				
Studio				
Workshop				
Clinic				
Experiential				
Research				
Ind. Study				
Pract/Observ				

Cross-Listed Courses

COURSE DESCRIPTION (INCLUDE REQUISITES/RESTRICTIONS):

Credit Hours: 1.00. Lectures to acquaint the senior students with professional ethics, job opportunities, graduate study, graduate schools' continuing study, and services of professional societies. Typically offered Fall.

Levels: Graduate, Professional, Undergraduate
Schedule Types: Distance Learning, Lecture

Restrictions:
Must be enrolled in one of the following Colleges:
School of Chemical Engineering

Corequisites: CHE 45600

COURSE LEARNING OUTCOMES

- 1) understand and appreciate the need for professional integrity and ethical decision making in the professional practice of chemical engineering (6)
- 2) demonstrate an understanding of contemporary issues encountered in the professional practice of chemical engineering including business practices, environmental, health, and safety issues and other public interests. Our graduates will be aware of the wide-reaching effects that engineering decisions have on society, our global community and our natural environment (8)
- 3) appreciate the need for and engage in life-long learning to maintain and enhance the professional practice of chemical engineering (9)

Calumet Department Head _____ Date _____ Calumet School Dean _____ Date _____

Fort Wayne Department Head _____ Date _____ Fort Wayne School Dean _____ Date _____

Sandra Rappin 7/29/10

Indianapolis Department Head	Date	Indianapolis School Dean	Date
North Central School Dean	Date	North Central Vice Chancellor for Academic Affairs	Date
<i>AVarney</i>	<i>12-2-09</i>	<i>[Signature]</i>	<i>5/2/200</i>
West Lafayette Department Head	Date	West Lafayette College/School Dean	Date
		West Lafayette Registrar	Date

OFFICE OF THE REGISTRAR

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(10000-40000 LEVEL)

EFD 40-10

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PROPOSED:	EXISTING:
Subject Abbreviation <input type="text"/>	Subject Abbreviation <u>CHE</u>
Course Number <input type="text"/>	Course Number <u>40000</u>
Long Title <u>Professional Guidance</u>	
Short Title <u>Professional Guidance</u>	

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Check All That Apply:

Summer Fall Spring

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Minimum Cr. Hrs. To Or

(Check One) Maximum Cr. Hrs.

3. Equivalent Credit: Yes No

COURSE ATTRIBUTES: Check All That Apply

<input type="checkbox"/> 1. Pass/Not Pass Only	<input type="checkbox"/> 6 Registration Approval Type
<input type="checkbox"/> 2. Satisfactory/Unsatisfactory Only	Department <input type="checkbox"/> Instructor <input type="checkbox"/>
<input type="checkbox"/> 3. Repeatable	7 Variable Title <input type="checkbox"/>
Maximum Repeatable Credit: <input type="text"/>	8 Honors <input type="checkbox"/>
<input type="checkbox"/> 4. Credit by Examination	9 Full Time Privilege <input type="checkbox"/>
<input type="checkbox"/> 5. Special Fees	10 Off Campus Experience <input type="checkbox"/>

Schedule Type	Minutes Per Mtg	Meetings Per Week	Weeks Offered	% of Credit Allocated
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Laboratory				
Lab Prep				
Studio				
Performance				
Technical				
Experiential				
Research				
Ind. Study				
Pract/Observ				

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Calumet Department Head	Date	Calumet School Dean	Date
Fort Wayne Department Head	Date	Fort Wayne School Dean	Date

To: The Faculty of the College of Engineering

From: The Faculty of the School of Chemical Engineering

Re: Change of existing CHE 40000 from 0 credit hours to 1 credit hour

The faculty of the School of Chemical Engineering has approved the following change and submits it for your approval.

From:

CHE 40000 - Professional Guidance

Sem. 1, Class 1, Cr. 0

Restrictions:

Must be enrolled in the School of Chemical Engineering

Lectures to acquaint the senior students with professional ethics, job opportunities, graduate study, graduate schools' continuing study, and services of professional societies. Typically offered Fall.

To:

CHE 40000 - Professional Guidance

Sem. 1, Class 1, Cr. 1

Restrictions:

Must be enrolled in the School of Chemical Engineering

Corequisites: CHE 45600

Lectures to acquaint the senior students with professional ethics, job opportunities, graduate study, graduate schools' continuing study, and services of professional societies.

Reason: As part of the School of Chemical Engineering's continuous ABET assessment procedures, the assessment of student achievement of various program outcomes such as ethics, safety issues and lifelong learning will now be firmly documented by the results of graded assignments that will be incorporated into course by the addition of one credit hour to CHE 40000.

APPROVED FOR THE FACULTY
OF THE SCHOOLS OF ENGINEERING
BY THE ENGINEERING
CURRICULUM COMMITTEE

ECC Minutes #19
Date 3/9/2010
Chairman ECC R. Cipro

A. Varma

A. Varma, Head
School of Chemical Engineering

PURDUE UNIVERSITY
School of Chemical Engineering
ChE 400: Professional Development Seminar Series – Fall 2009
Wednesday, 3:30 - 4:20pm, Forney G140

Syllabus

A. Objectives

The goal of this course is to help prepare chemical engineering students for the transition from being an undergraduate student to becoming a successful professional or graduate student. A series of 12 lectures will be given.

B. Instructors and Staff

Mrs. Linda Davis, FRNY G111A, lsdavis@purdue.edu

Mrs. Sandy Hendryx, FRNY 1057, hendryxs@purdue.edu

C. Procedures and Policies

This is a zero credit course. Grades will be assigned as either pass or fail based upon attendance, completion of a faculty member meeting and professional conduct during the class period.

Course Communications

Blackboard Vista: All course materials, announcements and web links will be posted on the Blackboard Vista site for this course. Each student is responsible for confirming that they can access Blackboard Vista. Rarely will handouts be given during class due to the size of the class.

E-mail: E-mail will be used for announcements and reminders from the instructor. Email communication will be sent to the students on the enrolled-student email list (fall2009-che-40000-001@lists.purdue.edu). You are responsible for making sure that you receive emails sent to this list. Specifically, make sure that these emails are not being caught by any spam filtering software. If you do not receive these emails and spam filtering is not the reason, please verify that you are enrolled in the course and ensure that your email is listed correctly on the email list by contacting Mike Harrington via the cheq@ecn.purdue.edu email address.

Attendance

All students are expected to arrive before class starts and stay until explicitly dismissed by the instructor. Attendance will be collected by passing around sign-up sheets at the beginning of each class, and class will not be dismissed until the sheets have been collected by the instructor. Sign-up sheets will be handed out at 3:30PM sharp (as determined by the official time reported by ECN) and passed from person to person in geometric order. If you are late, you will not be allowed to sign the attendance sheet out of order, and you will be counted absent. If you leave early, you will be counted absent. Each student will be allowed to miss one class for valid reasons: interview, illness, family emergency or reasonable excuse (e.g. "I forgot when

class was”and “I had a test the next day” are not reasonable excuses). For the first class missed, the student must first notify Mrs. Sandy Hendryx by email prior to or on the day of the absence and turn in a one page make-up report as detailed below. Additional absences may be allowed in special cases, but must be discussed with and approved by Mrs. Linda Davis by email prior to the absence. Any unexcused absence will result in a failing grade. Please sign the sheet with a clear and readable signature. Any student who signs another student’s name will receive a failing grade and will be prosecuted for academic dishonesty.

Major Campus Emergency

In the event of a major campus emergency, course requirements, deadlines and grading are subject to changes that may be necessitated by a revised semester calendar of other circumstances. Information about changes in this course will be posted on Blackboard Vista and emailed to the enrolled student e-mail list.

Conduct

You will hear from a variety of informed and accomplished speakers and visitors who will broaden and improve your educational experience through this series of seminars. We consider it a high priority to treat these speakers with professional courtesy and respect. Unfortunately, sometimes students choose not to behave professionally. Unprofessional behavior such as disruptive talking, using lap top computers or cell phones, reading newspapers, working on another subject or eating will not be tolerated and will count as an absence. In such cases, the student will be warned and will have to turn in a one page make-up report as detailed below. Additional unprofessional behavior will result in a failing grade.

Make-up Reports

Make-up reports must be submitted to Mrs. Sandy Hendryx before 3:30 PM on the Wednesday following the absence or unprofessional behavior. The reports must be one full single-spaced page - no more, no less - of well written prose. The font should be 12 pt Times Roman with margins 1” top, bottom, left, and right. The report must be focused on the topic of the lecture missed (or ignored). In addition, each report must cite at least two external primary sources (Wikipedia is not a primary source). Full references to these sources must be provided with sufficient detail that the source may be located and checked. The citations do not count toward the one page length requirement. Plagiarism is a serious offense and will not be tolerated. Any student caught plagiarizing in a report will automatically fail the course and be prosecuted for academic dishonesty.

Meeting with ChE Faculty Member

Each ChE major will be required to individually meet with a ChE faculty member before December 1st and turn in a sheet with the date the meeting took place and the signatures of both the faculty member and student. If you have been unable to meet with the faculty member before the last week of classes due to the faculty member’s schedule, you must submit printed copies of two emails that include the date, time, and to and from headings showing you have made a good effort and that the limitation is due to the faculty member, not the student. One of those documented attempts must be dated before

November 1st. It is not reasonable to make your first attempt to email a faculty member near the end of November. Completion of the faculty member meeting is required for ChE majors. If you are not a ChE major, you are excused from the assignment.

Emergency Procedures

The evacuation and shelter-in-place procedures for Forney are posted on the Blackboard Vista site for this course and at the entrances to Forney G140. The procedures will be reviewed in class, and students are responsible for understanding and adhering to these procedures in the event of an emergency.

<u>Date</u>	<u>Lecture Topic</u>	<u>Speaker(s)</u>
August 26	Course Introduction Job Search Refresher	Mrs. Linda Davis Mrs. Linda Davis Mr. Bob Davis, ENE
September 2	Welcome and State of the School	Professor Arvind Varma, ChE
September 9	Job Search Ethics	Mr. Tim Luzader, CCO
September 16	Industrial Roundtable – No Class	
September 23	Introduction to Employer Benefit Programs	Mr. Mitch Armbruster Eli Lilly and Company
September 30	How to Successfully Launch Your Career	Young Graduate Panel
October 7	Developing Multi-disciplinary Skills and Working in a Multi-functional Team	TBA
October 14	Engineering in a Global Environment	Mr. Bob Davis, ENE
October 21	Contemporary Issues in Chemical Engineering – Sustainability	Dr. Ken Miller SABIC
October 28	Entrepreneurship	Professor Joseph Pekny IE, ChE and E-Enterprise Center
November 4	Diversity: Generational Differences In the Work Place	Professor Pete Bill School of Veterinary Medicine
November 11	Using Process Safety to Improve Quality and Costs	Ms. Deborah L. Grubbe, PE, CEng. Operations and Safety Solutions, LLC
November 18	Lifelong Learning	Professor Dale Harris ENE, Engineering Professional Education

<u>Date</u>	<u>Lecture Topic</u>	<u>Speaker(s)</u>
	Semester Wrap-up, Survey and Course Evaluation	Mrs. Linda Davis
November 25	Thanksgiving week – No class	
December 2	No class	
December 9	No class (make-up for required meeting with ChE faculty member)	

