Chemical Engineering

Fall 2011

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

- New course with supporting documents
- Add existing course offered at another campus
- Expiration of a course
- Change in course number
- Change in course title
- Change in course credit/type

PROPOSED:

Subject Abbreviation: CHE
Course Number: 40000
Long Title: Professional Guidance
Short Title: Professional Guidance

TERMS OFFERED:

- Summer
- Fall
- Spring

CAMPUS(ES) INVOLVED:

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

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 (9)

3) appreciate the need for and engage in life-long learning to maintain and enhance the professional practice of chemical engineering (9)
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Date</th>
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<tbody>
<tr>
<td>Indianapolis Department Head</td>
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<td>Indianapolis School Dean</td>
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<td>North Central School Dean</td>
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<td>North Central Vice Chancellor for Academic Affairs</td>
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<td>West Lafayette Department Head</td>
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<td>West Lafayette College Dean</td>
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<tr>
<td>West Lafayette Registrar</td>
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OFFICE OF THE REGISTRAR
PURDUE UNIVERSITY
REQUEST FOR ADDITION, EXPIRATION,
OR REVISION OF AN UNDERGRADUATE COURSE
(10000-40000 LEVEL)

DEPARTMENT: Chemical Engineering
EFFECTIVE SESSION: Fall 2011

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: Professional Guidance
- Course Number: 40000
- Credit Type: 1
- Fixed Credit: Yes
- Variable Credit: No

EXISTING:

- Subject: Professional Guidance
- Course Number: CHE

TERMS OFFERED:

- Summer
- Fall
- Spring

CAMPUS(ES) INVOLVED:

- Calumet
- Fort Wayne
- Indianapolis

COURSE ATTRIBUTES: Check All That Apply

- Pass/Not Pass Only
- Satisfactory/ Unsatisfactory Only
- Repeatable
- Maximum Repeatable Credit
- Credit by Examination
- Special Fees

COURSE DESCRIPTION (INCLUDE REQUIREMENTS/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)
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. Cipra

A. Varma, Head
School of Chemical Engineering
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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Lecture Topic</th>
<th>Speaker(s)</th>
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<tbody>
<tr>
<td>August 26</td>
<td>Course Introduction</td>
<td>Mrs. Linda Davis, Mrs. Linda Davis, Mr. Bob Davis, ENE</td>
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<tr>
<td>September 2</td>
<td>Welcome and State of the School</td>
<td>Professor Arvind Varma, ChE</td>
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<td>September 9</td>
<td>Job Search Ethics</td>
<td>Mr. Tim Luzader, CCO</td>
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<td>September 16</td>
<td>Industrial Roundtable – No Class</td>
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<td>September 23</td>
<td>Introduction to Employer Benefit Programs</td>
<td>Mr. Mitch Armbruster, Eli Lilly and Company</td>
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<tr>
<td>September 30</td>
<td>How to Successfully Launch Your Career</td>
<td>Young Graduate Panel</td>
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<tr>
<td>October 7</td>
<td>Developing Multi-disciplinary Skills and Working in a Multi-functional Team</td>
<td>TBA</td>
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<tr>
<td>October 14</td>
<td>Engineering in a Global Environment</td>
<td>Mr. Bob Davis, ENE</td>
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<tr>
<td>October 21</td>
<td>Contemporary Issues in Chemical Engineering – Sustainability</td>
<td>Dr. Ken Miller, SABIC</td>
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<tr>
<td>October 28</td>
<td>Entrepreneurship</td>
<td>Professor Joseph Pekny, IE, ChE and E-Enterprise Center</td>
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<td>November 4</td>
<td>Diversity: Generational Differences In the Work Place</td>
<td>Professor Pete Bill, School of Veterinary Medicine</td>
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<td>November 11</td>
<td>Using Process Safety to Improve Quality and Costs</td>
<td>Ms. Deborah L. Grubbe, PE, CEng, Operations and Safety Solutions, LLC</td>
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<td>November 18</td>
<td>Lifelong Learning</td>
<td>Professor Dale Harris, ENE, Engineering Professional Education</td>
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<td>Date</td>
<td>Lecture Topic</td>
<td>Speaker(s)</td>
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<td>November 25</td>
<td>Semester Wrap-up, Survey and Course Evaluation</td>
<td>Mrs. Linda Davis</td>
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<td>December 2</td>
<td>Thanksgiving week -- No class</td>
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<td>December 9</td>
<td>No class</td>
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<tr>
<td>December 9</td>
<td>No class (make-up for required meeting with ChE faculty member)</td>
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