

TO: The Faculty of the College of Engineering
FROM: The Division of Environmental and Ecological Engineering
SUBJECT: New Undergraduate Course, EEE 29001, Introduction to Environmental & Ecological Engineering Seminar

The Faculty of the Division of Environmental and Ecological Engineering has approved the following new course. This action is now submitted to the Engineering Faculty with a recommendation for approval.

EEE 29001: Introduction to Environmental & Ecological Engineering Seminar

Sem. 1, Lecture 2, Credits 2 /LEC 1.5/DIS 0.5

Restrictions: Engineering First Year, Environ Ecolog Engr-BSEEE

Course Configuration:

This course will be taught as power hours for the first 8 weeks of the semester (1.5 credits) with a distant component (0.5 credits).

Course description:

Guest presenters, peer panelists, and small group discussions introduce students to the knowledge, skills, and abilities needed in order to exhibit the highest levels of professionalism & stewardship expected of an Environmental and Ecological Engineering graduate. Topics include planning a course of study; internship, research, study abroad opportunities; career planning and placement skills; professional responsibility and ethics; and functioning as a professional.

The learning objectives for this course are:

1. communicate professionally in both formal and informal settings;
2. create career documents (e.g., resumes, cover letters, LinkedIn Profiles) that demonstrate professionalism and critical thinking;
3. understand how their actions and/or inactions are perceived in professional settings;
4. identify and justify their curricular path at Purdue University; and
5. identify a variety of curricular, extra-curricular, and professional opportunities that will best support the achievement of their career goals.

This course has been taught as EEE 29000 since Fall 2014 as a 1 credit course.

Reasons: The EEE curriculum is being updated and EEE 29000 was 1 credit and this will increase it to 2 credits.



John W. Sutherland, Professor and Fehsenfeld Family Head
Division of Environmental and Ecological Engineering

EEE 29001: Introduction to Environmental & Ecological Engineering Seminar

Level: Undergraduate

Course Instructor: Lindsey Payne

Course Description

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Learning Outcomes & Learning Objectives

1. communicate professionally in both formal and informal settings;
2. create career documents (e.g., resumes, cover letters, LinkedIn Profiles) that demonstrate professionalism and critical thinking;
3. understand how their actions and/or inactions are perceived in professional settings;
4. identify and justify their curricular path at Purdue University; and
5. identify a variety of curricular, extra-curricular, and professional opportunities that will best support the achievement of their career goals.

Previous Teaching:

This course has been taught as EEE 29000 since Fall 2014.

Enrollment Fall 2022 = 71
Enrollment Fall 2021 = 62
Enrollment Fall 2020 = 65
Enrollment Fall 2019 = 64
Enrollment Fall 2018 = 54

The proposed syllabus for Fall 2023 follows.

EEE 29001-001: Introduction to Environmental & Ecological Engineering Seminar

Course Information

Semester: Fall 2023, 2 credit, 8/21/2023 – 10/13/2023

Meeting times & location: Tuesday/Thursday, 12:30 – 1:45 PM, WALC 2007, face-to-face

Instructor: Dr. Lindsey Payne

Virtual Office Hours: Wednesdays, 3:00-4:00 pm or by appointment, [LINK](#)

Email: paynel@purdue.edu

Peer Teaching Assistant: Griffin Laihinen

Email: glaihine@purdue.edu

Course Description

Guest presenters, peer panelists, and small group discussions introduce students to the knowledge, skills, and abilities needed in order to exhibit the highest levels of professionalism & stewardship expected of an Environmental and Ecological Engineering graduate. Topics include planning a course of study; internship, research, study abroad opportunities; career planning and placement skills; professional responsibility and ethics; and functioning as a professional.

Prerequisites

First semester in EEE degree program, typically sophomore year

Learning Outcomes

Students successfully completing EEE 290 will be able to:

1. communicate professionally in both formal and informal settings;
2. create career documents (e.g., resumes, cover letters, LinkedIn Profiles) that demonstrate professionalism and critical thinking;
3. understand how their actions and/or inactions are perceived in professional settings;
4. identify and justify their curricular path at Purdue University; and
5. identify a variety of curricular, extra-curricular, and professional opportunities that will best support the achievement of their career goals.

Instructor Expectations of the Students

The course instructor has the following expectations of you:

- Participate in the curriculum fully.
- Act professionally in all interactions with instructors and course guests, complete assignments (*including first drafts) with a good-faith effort to present your best work.
- Be respectful of the contributions and opinions of peers.

Student Expectations of the Instructor(s)

This is a one-credit course to foster your success as a EEE student and future employee. You should expect your instructor to do the following:

- To serve as a facilitator toward your understanding of the employment process
- To serve as a guide to your course career path
- To act as a coach to stimulate your professional development
- To ensure that students are aware of how they are perceived by an outside observer
- To give fair and timely feedback on student performance

Required Texts

Readings and reference material will be distributed on the course learning management system.

Course Assessments

A. Professional Presence	435
B. Well-Being/Engagement Assignments & Activities	205
C. Mentorship & Feedback	200
D. EEE Planning	<u>160</u>
Total	1,000 points

General Course Policies

Communication: Do not hesitate to ask for my assistance. **Constant communication is critical in this course.** I love teaching, I am passionate about this subject matter, and I am eager to help you! Contact me by email to arrange a time to discuss any questions you have about the course. Responses to email will occur within ~24 hours.

Class Expectations & Participation: Class sessions will entail group work, open discussion, and lectures. Respect and courtesy for others is expected. Advance preparation and in class participation will be required frequently. Our activities and discussions in class represent one of many ways we can accomplish our shared and individual goals. In instances when you are unable to participate in active discussion by a set time frame, you are responsible for identifying ways to still share your contributions to class discussions and topics through other means with your classmates. If you are choosing not to engage with the class because you find yourself unable to learn and/or engage with the course for a variety of reasons (e.g., illness, quarantine, etc.), please speak with me early, so that we can identify appropriate adjustments and/or alternatives, such as alternative reflection assignments.

Assignment Submissions: Assignment submission details and due dates will be provided on Brightspace and discussed in class. Additionally, a schedule for the course is provided in this syllabus. If you are unable to complete an assignment on time, contact the instructor in advance. Occasionally an assignment specific extension may be granted but normally score reductions of 5% per late day will be imposed. **All assignments given in advance of class must be submitted as a Word document to allow for inline editing and suggestions—with the exception of your resume, please submit that as a PDF.**

Attendance: Attendance is a shared responsibility, with instructors establishing and clearly communicating attendance policies in the course syllabus and students being responsible for class-related work missed as a result of an unavoidable absence. Make-up work is “at the discretion of the instructor.” **Attendance will be taken every day and there is a responsible adult attendance policy for this course—please keep me informed of your well-being and progress. Please communicate early and often.** For COVID-19 concerns, please see the [Fall 2022: What you need to know](#) guidance published July 27. If you find yourself too sick to progress in the course, notify me via email. We will make arrangements based on your particular situation. **Ultimately, I am here to support your learning as effectively as I possibly can. If I do not know your situation, I cannot do that.**

Modality: This is a hybrid course with two times per week, power-hour face-to-face instruction and a distance component that includes additional outside-of-class activities.

Grading:

Grade	Numerical Score
A	≥930
A-	≥900
B+	≥870
B	≥830
B-	≥800
C+	≥770
C	≥730
C-	≥700
D+	≥670
D	≥630
D-	≥600
F	Below 599

Course Requirements & Schedule

Week	Dates	Topics	Guests	Assessments	Due Dates
Week 1	Aug-22	Welcome, Expectations, & What is EEE? Society of Environmental & Ecological Engineers (SEEE) Student Panel	<ul style="list-style-type: none"> Griffin Laihinen, Peer TA, EEE SEEE Officers and Members 	<ul style="list-style-type: none"> What is EEE—Pre (in-class activity) HotSeat Question, LINK (in-class activity) Well-Being Check-In Pre-Course Survey, LINK Building Community in 290—Your Introduction Video Review EEE Website, LINK Academic/Professional Development & Engagement Activities 	Aug-22, in class Aug-22, in class Aug-24, 11:59 PM Aug-24, 11:59 PM Aug-24, 11:59 PM Aug-29, 11:59 PM Sept-19, 11:59 PM
	Aug-24	<i>Tip of the Day</i> Importance of Professional Presence Resumes & Small Group Discussion & Drafting		<ul style="list-style-type: none"> EEE 290 Faculty Profiles—LINK Professional Photograph Resume <i>Draft (feedback will be provided by Sept-4)</i> <i>Final (feedback will be provided by Sept-12)</i> 	Aug-30, 11:59 PM Aug-31, 11:59 PM Aug-29, 11:59 PM Sept-7, 11:59 PM
Week 2	Aug-29	<i>Networking—Seat Shuffle</i> EEE Upperclassmen—internships, co-ops, UGR, study abroad Resume Feedback & Peer Review	<ul style="list-style-type: none"> SEEE Officers and Members 	<ul style="list-style-type: none"> Resume Peer Review Feedback (in-class activity) Reading: <i>Peace Corps</i> LinkedIn Profile Undergraduate Research How to get Undergraduate Research experience in EEE 	Aug-29, in class Aug-31, 11:59 PM Aug-31, 11:59 PM Aug-31, 11:59 PM Aug-31, 11:59 PM
	Aug-31	<i>Tip of the Day</i> UGR & Graduate School EEE Faculty Fair	<ul style="list-style-type: none"> All EEE Faculty 	<ul style="list-style-type: none"> Reading: <i>Overview of Formal Degree Programs; Should You Get a PhD; AND How to Evaluate and Select a Graduate Program</i> 	Sept-5, 11:59 PM
Week 3	Sept-5*	<i>Networking—Seat Shuffle</i> Career Fair Preparation	<ul style="list-style-type: none"> Ms. Whelton, Manager of Industrial Experience, EEE 	<ul style="list-style-type: none"> HotSeat Question, LINK (in-class activity) Well-Being Check-In EEE Alumni Profiles 	Sept-5, in class Sept-7, 11:59 PM Sept-12, 11:59 PM
	Sept-7	<i>Tip of the Day</i> What is EEE...again? Elevator Pitches & Informational Interviewing		<ul style="list-style-type: none"> What is EEE—Mid (in-class activity) Elevator Pitch (in-class activity) Watch EEE Purdue Engineering Fellows Videos—Geraghty and Vining @ 11:18 minutes EEE Alumni Informational Interview or Mentoring Circles 	Sep-7, in class Sep-7, in class Sept-12, 11:59 PM Sept-28, 11:59 PM

*Industrial Roundtable (Sept-12-13—in-person, Sept-14—virtual) and Seminars (Sept-5-7—virtual, Sept-11—in-person). More information, click [HERE](#)

Course Requirements & Schedule, continued

Week 4	Sept-12	<i>Networking—Seat Shuffle</i> Communication & Cover Letters Small Group Discussion & Drafting		<ul style="list-style-type: none"> • Reading: <i>Career Search Resource</i>; RippleMatch • Cover Letter • Draft (feedback will be provided by Sept-22) • Final 	Sept-14, 11:59 PM Sept-19, 11:59 PM Sept-28, 11:59 PM
	Sept-14	<i>Tip of the Day</i> Interviewing Tips & Tricks Interviewing Practice		<ul style="list-style-type: none"> • Interview Practice • Read Online Interviewing Tips ONE and TWO 	Sept-19, 11:59 PM Sept-19, 11:59 PM
Week 5	Sept-19	<i>Networking—Seat Shuffle</i> Time Management Creating a Plan of Study, EEE Pathways Introduction to Mentoring	<ul style="list-style-type: none"> • Tammi Thayer, Associate Director of Advising, EEE 	<ul style="list-style-type: none"> • HotSeat Question, LINK (in-class activity) • Well-Being Check-In • Review EEE Calendar • EEE Pathways • Mentoring Form 	Sept-14, in class Sept-21, 11:59 PM Sept-21, 11:59 PM Sept-21, 11:59 PM Sept-26, 11:59 PM
	Sept-21	<i>Tip of the Day</i> How to Effectively Collaborate with Your Mentor Emailing Your Mentor	<ul style="list-style-type: none"> • Dr. Larry Nies, EEE • Dr. Rebecca Ciez, EEE • Dr. John Howarter, EEE • Dr. Caitlin Proctor, EEE • Dr. John Sutherland, EEE • Dr. George Zhou, EEE 	<ul style="list-style-type: none"> • Mentor Email (in-class activity) • Mentor Interview 	Sept-21, in class Oct-12, 11:59 PM
Week 6	Sept-26	<i>Networking—Seat Shuffle</i> Cover Letters & Peer Review		<ul style="list-style-type: none"> • Cover Letter Peer Review Feedback (in-class activity) 	Sept-26, in class
	Sept-28	<i>Tip of the Day</i> EEE Pathways & Advice from Upperclassmen	<ul style="list-style-type: none"> • SEEE Officers and Members 	<ul style="list-style-type: none"> • HotSeat Question, LINK (in-class activity) • Engaging Your Future Profession 	Sept-28, in class Oct-4, 11:59 PM

*Industrial Roundtable (Sept-13-14—in-person, Sept-15—virtual) and Seminars (Sept-6-8—virtual, Sept-12—in-person). More information, click [HERE](#)

Course Requirements & Schedule, continued

Week 7	Oct-3	<p><i>Networking—Seat Shuffle</i> Engineering Licensing: How to prepare</p> <p>Ethics & Professional Practice</p>	<ul style="list-style-type: none"> • Dr. Larry Nies, EEE • Dr. Robin Ridgway, EEE 	<ul style="list-style-type: none"> • Well-Being Check-In 	Oct-5, 11:59 PM
	Oct-5	<p><i>Tip of the Day</i> What is EEE...for the last time?</p> <p>Discussion of Engaging Your Future Profession</p> <p>Final Thoughts</p>		<ul style="list-style-type: none"> • What is EEE—Post (in-class activity) • Final Course Survey, LINK 	Oct-5, in class Oct-6, 11:59 PM
Week 8	Oct-10	<i>No Class—Fall Break</i>			
	Oct-12	<i>No Class—Distance Activities</i>			

University Policies

Attendance

This course follows Purdue's academic regulations regarding attendance, which states that students are expected to be present for every meeting of the classes in which they are enrolled. Attendance will be taken at the beginning of each class and lateness will be noted. When conflicts or absences can be anticipated, such as for many University-sponsored activities and religious observations, the student should inform the instructor of the situation as far in advance as possible. For unanticipated or emergency absences when advance notification to the instructor is not possible, the student should contact the instructor as soon as possible by email or phone. When the student is unable to make direct contact with the instructor and is unable to leave word with the instructor's department because of circumstances beyond the student's control, and in cases falling under excused absence regulations, the student or the student's representative should contact or go to the [Office of the Dean of Students \(ODOS\) website](#) to complete appropriate forms for instructor notification. Under academic regulations, excused absences may be granted **by ODOS** for cases of grief/bereavement, military service, jury duty, parenting leave, or emergent or urgent care medical care.

Classroom Guidance Regarding Protect Purdue

The [Protect Purdue Plan](#), which includes the [Protect Purdue Pledge](#), is campus policy and as such all members of the Purdue community must comply with the required health and safety guidelines. Required behaviors in this class include: staying home and contacting the Protect Purdue Health Center (496-INFO) if you feel ill or know you have been exposed to the virus, wearing a mask [in classrooms and campus building](#), at all times (e.g., no eating/drinking in the classroom), disinfecting desk/workspace prior to and after use, maintaining proper social distancing with peers and instructors (including when entering/exiting classrooms), refraining from moving furniture, avoiding shared use of personal items, maintaining robust hygiene (e.g., handwashing, disposal of tissues) prior to, during and after class, and following all safety directions from the instructor.

Students who are not engaging in these behaviors (e.g., wearing a mask) will be offered the opportunity to comply. If non-compliance continues, possible results include instructors asking the student to leave class and instructors dismissing the whole class. Students who do not comply with the required health behaviors are violating the University Code of Conduct and will be reported to the Dean of Students Office with sanctions ranging from educational requirements to dismissal from the university.

Any student who has substantial reason to believe that another person is threatening the safety of others by not complying with Protect Purdue protocols is encouraged to report the behavior to and discuss the next steps with their instructor. Students also have the option of reporting the behavior to the [Office of the Student Rights and Responsibilities](#). See also [Purdue University Bill of Student Rights](#) and the Violent Behavior Policy under University Resources in Brightspace.

Academic Integrity

Academic integrity is one of the highest values that Purdue University holds. Individuals are encouraged to alert university officials to potential breaches of this value by either emailing integrity@purdue.edu or by calling 765-494-8778. While information may be submitted anonymously, the more information that is submitted provides the greatest opportunity for the university to investigate the concern.

The Purdue Honor Pledge (<https://www.purdue.edu/odos/osrr/honor-pledge/about.html>):

"As a boilermaker pursuing academic excellence, I pledge to be honest and true in all that I do. Accountable together - we are Purdue"

Students are expected, within the context of the Regulations Governing Student Conduct and other applicable University policies, to act responsibly and ethically by applying the appropriate exception under the Copyright Act to the use of copyrighted works in their activities and studies. [University Regulations on copyright policies.](#)

Diversity and Inclusion

Purdue University is committed to maintaining a community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her potential. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. The University believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life. A hyperlink to Purdue's full Nondiscrimination Policy Statement is included in our course Brightspace under University Policies.

In our discussions, structured and unstructured, we will explore a variety of challenging issues, which can help us enhance our understanding of different experiences and perspectives. This can be challenging, but in overcoming these challenges we find the greatest rewards. While we will design guidelines as a group, everyone should remember the following points:

- We are all in the process of learning about others and their experiences. Please speak with me, anonymously if needed, if something has made you uncomfortable.
- Intention and impact are not always aligned, and we should respect the impact something may have on someone even if it was not the speaker's intention.
- We all come to the class with a variety of experiences and a range of expertise, we should respect these in others while critically examining them in ourselves.

Grief Absence Policy

Purdue University recognizes that a time of bereavement is very difficult for a student. The University therefore provides the following rights to students facing the loss of a family member through the Grief Absence Policy for Students (GAPS). GAPS Policy: Students will be excused for funeral leave and given the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments in the event of the death of a member of the student's family. [See the University's website](#) for additional information.

Accessibility and Accommodations

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 or by phone: 765-494-1247.

Mental Health Statement

If you find yourself beginning to feel some stress, anxiety and/or feeling slightly overwhelmed, try [WellTrack](#). Sign in and find information and tools at your fingertips, available to you at any time.

If you need support and information about options and resources, please contact or see the [Office of the Dean of Students](#). Call 765-494-1747. Hours of operation are M-F, 8 am- 5 pm.

If you find yourself struggling to find a healthy balance between academics, social life, stress, etc. sign up for free one-on-one virtual or in-person sessions with a [Purdue Wellness Coach at RecWell](#). Student coaches can help you navigate through barriers and challenges toward your goals throughout the semester. Sign up is completely free and can be done on BoilerConnect. If you have any questions, please contact Purdue Wellness at evans240@purdue.edu.

If you're struggling and need mental health services: 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 mental health support, services are available. For help, such individuals should contact [Counseling and Psychological Services \(CAPS\)](#) at 765-494-6995 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.

Violent Behavior Policy

Purdue University is committed to providing a safe and secure campus environment for members of the university community. Purdue strives to create an educational environment for students and a work environment for employees that promote educational and career goals. Violent Behavior impedes such goals. Therefore, Violent Behavior is prohibited in or on any University Facility or while participating in any university activity. See the [University's website](#) for additional information.

Basic Needs Security

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. There is no appointment needed and Student Support Services is available to serve students 8 a.m.-5 p.m. Monday through Friday. Considering the significant disruptions caused by the current global crisis as it related to COVID-19, students may submit requests for emergency assistance from the [Critical Needs Fund](#)

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 beyond the instructor's control. Relevant changes to this course will be posted onto the course website or can be obtained by contacting the instructors or TAs via email or phone. You are expected to read your @purdue.edu email on a frequent basis.

Disclaimer

This syllabus is subject to change. Changes will be shared and announced via Brightspace and email, as well as in class sessions.