

TO: The Faculty of the College of Engineering

FROM: The Faculty of the School of Mechanical Engineering

RE: ME 29000 Global Engineering Professional Seminar -- Title and Description Change

The Faculty of the School of Mechanical Engineering has approved the following change in ME 29000. This action has now been submitted to the engineering faculty with a recommendation for approval.

From:

ME 29000 Global Engineering Professional Seminar

Credit Hours: 1.000. Forum on contemporary issues in the global profession of mechanical engineering. Professionalism and ethics. Interactions with engineering faculty and with professionals outside the University. Quizzes on assigned readings in the areas of globalization, cultural difference and collaborating across cultural boundaries. Individually developed professional profiles describe technical interests and convey awareness of ethical responsibilities in global context. Typically offered Fall Spring. 1.000 Credit hours

To:

ME 29000 Mechanical Engineering Seminar

Credit Hours: 1.000. An introduction to the School of Mechanical Engineering. Connect students with resources and opportunities, including connections with peers, faculty and staff, alumni, experiential learning opportunities, and professional development opportunities. Typically offered Fall Spring. 1.000 Credit hours

Reason: Emerging from the COVID-19 pandemic provided the motivation and the opportunity to evolve ME 290 into an interactive and student-centric course with a focus on building community within the School of Mechanical Engineering. The updated course allows the integration of peer mentors to facilitate connections between sophomore students and resources and opportunities within the School, the College of Engineering, and the University.



Jitesh Panchal
Associate Head for Undergraduate Studies
Professor of Mechanical Engineering



Updates made August 28, 2024 in green.

Course Information

ME 29000: Global Engineering Professional Seminar

ME 29700: ME Sophomore Seminar Peer Mentor

Forum on contemporary issues in the global profession of mechanical engineering. Professionalism and ethics. Interactions with engineering faculty and with professionals outside the University. 1 credit hour. Face-to-face.

ME 290 CRN	11272	22515	19170	11271
ME 290 Section	004	001	002	003
ME 297 CRN	11274	19730	19734	11273
ME 297 Section	029	017	018	028
Time	Tuesday 8:30 – 9:20 am	Tuesday 1:30 – 2:20 pm	Thursday 8:30 – 9:20 am	Thursday 1:30 – 2:20 pm
Location	PHYS 112	MATH 175	PHYS 112	MATH 175

Instructor

Beth Hess, PhD

Associate Professor of Engineering Practice

Office: ME 2201

Office Hours: MWF 11:30 am – 12:30 pm in the ME Atrium (or by appointment)

Prof. Hess is available via e-mail (BethHess@Purdue.edu).

- E-mails are typically responded to within one business day.
- Consider the following guidelines when communicating with Prof. Hess, or for any professional communication.
 - o **Be respectful:** Use polite, professional language. Begin your e-mail with an appropriate salutation. If you are unsure of the appropriate salutation, begin your e-mail with a generic “Good morning,” or Good afternoon,” greeting.
 - o **Use proper grammar and spelling:** Avoid using excessive abbreviations or slang. Write in complete sentences.
 - o **Be mindful of tone:** Online communication can be misinterpreted easily, so make sure your tone is clear and appropriate (i.e., be careful when including jokes or using sarcasm). Avoid using all caps, which can come across as shouting.
 - o **Use appropriate channels:** Use email for longer, more formal messages. Use instant messaging or texting for quick, informal messages.
 - o **Use appropriate subject lines:** Use clear and specific subject lines in your emails. If you are e-mailing about a class, include the class number in the subject line.
 - o **Respect others' time:** Avoid sending messages outside of regular business hours, unless it's urgent. Allow the recipient at least a day or two before sending a follow-up e-mail. Avoid asking questions where the answer can be easily googled.

Learning Resources, Technology and Texts

All course materials will be available on Brightspace.

Learning Outcomes

By the end of the course, you will have had the opportunity to explore the following:

1. Make connections with your peers in ME, with ME faculty and staff, and with representatives from industry.
2. Establish a professional presentation of your engineering interests and credentials (e.g., technical resume, LinkedIn profile).
3. Explore the ME Curriculum and identify resources available for planning academic a program including global literacies (language and area studies) and for obtaining diverse industrial experience appropriate for developing global competencies.

ME 290 Course Schedule

Class Meeting		Topic
1	Aug 20 / 22	Semester kick-off
2	Aug 27 / 29	How do I engage with student organizations in ME?
3	Sept 3 / 5	How do I find an internship or co-op? How do I connect with companies?
4	Sept 10 / 12	No class An opportunity to attend the Industrial Roundtable
5	Sept 17 / 19	How do I design my plan of study?
6	Sept 24 / 26	<ul style="list-style-type: none"> - Tuesday: Prof. Eckhard Groll, the William E. and Florence E. Perry Head of Mechanical Engineering - Thursday: How do I communicate as an engineer? How do I navigate ethical conundrums?
7	Oct 1 / 3	How do I manage the workload in ME? How do I maintain my mental health as an engineer?
8	Oct 8 / 10	No class <ul style="list-style-type: none"> - <i>Tuesday</i>: October Break - <i>Thursday</i>: Make-up session for attending QPR Gatekeeper Training
9	Oct 15 / 17	Perspectives from an ME Alumnus: Andrew Oxtoby
10	Oct 22 / 24	Perspectives from ME Alumni <ul style="list-style-type: none"> - Tuesday: Stacey McCarthy - Thursday: Erin Murphy
11	Oct 29 / 31	Perspectives from ME Alumni <ul style="list-style-type: none"> - Tuesday: Angela Ashmore - Thursday: Joe Wascow and Sajid Patel
12	Nov 5 / 7	<ul style="list-style-type: none"> - Tuesday: How do I communicate as an engineer? How do I navigate ethical conundrums? - Thursday: Prof. Eckhard Groll, the William E. and Florence E. Perry Head of Mechanical Engineering
13	Nov 12 / 14	How do I achieve G.R.I.T. and develop grit?
14	Nov 19 / 21	Semester wrap-up
15	Nov 26 / 28	No class <ul style="list-style-type: none"> - <i>Tuesday</i>: Make-up session for attending QPR Gatekeeper Training - <i>Thursday</i>: Thanksgiving Break
16	Dec 3 / 5	No class Make-up session for attending QPR Gatekeeper Training

ME 290 Assignments

A total of 200 points can be earned this semester. Late assignments are not accepted. Opportunities to earn extra credit will be shared during the semester.

	Assignment	Submission	Points available
1	Attendance at weekly ME 290 class meetings (10 points per meeting).	Attendance will be recorded during the class meeting.	120
2	Pick up your Mechanical Engineering t-shirt .	Visit the Railside Café to pick up your t-shirt by Friday, November 22.	10
3	Create a draft of your Plan of Study in preparation for meeting with your Academic Advisor this semester.	Upload your Plan of Study on Gradescope by 11:59 pm on Friday, September 20.	10
4	Prepare a slide spotlighting a campus resource . Assignment details are available on Brightspace.	Share your slide with your mentor group during the Week 13 class meeting. Upload your slide to Gradescope before your Week 13 class meeting.	10
5	Attend a QPR Gatekeeper Training session. A schedule will be shared on Brightspace. <i>Note: you may opt out of QPR Gatekeeper Training; if you opt out, you will earn points by completing extra credit assignments (details will be available on Brightspace).</i>	Upload your certificate to Gradescope by 11:59 pm on Friday, December 6 (you will receive the certificate 1-2 weeks after your training).	20
6	Meet with an instructor outside of your normal class time. Assignment details will be posted on Brightspace.	Submit a summary of your meeting on Gradescope by 11:59 pm on Friday, November 22.	10
7	Statement of Purpose . Assignment details will be posted on Brightspace.	Submit your Statement of Purpose on Gradescope by 11:59 pm on Friday, November 22.	20

ME 290 Grading Scale

Final grades will be calculated by adding the total points earned and translating those numbers (out of 200) to letter grades. The grade cutoffs are the following.

A	180 – 200
B	160 – 179
C	140 – 159
D	120 – 139
F	119 or below

The final date to withdraw from a course with a W for Fall 2024 is Tuesday, November 19.

ME 297 Assignments

A total of 120 points can be earned this semester. Late assignments are not accepted.

	Assignment	Submission	Points available
1	Attendance at weekly ME 290 class meetings and a weekly message to your group (10 points per meeting).	Attendance will be recorded during the class meeting. Mentors will send a weekly message to their group. Upload documentation of the weekly message to Gradescope. (Note: weekly messages will begin during Week 2; all mentors will receive attendance points for the Week 1 class meeting.)	120

ME 297 Grading Scale

Final grades will be calculated by adding the total points earned and translating those numbers (out of 250) to letter grades. The grade cutoffs are the following.

A	108 – 120
B	96 – 107
C	84 – 95
D	72 – 83
F	71 or below

The final date to withdraw from a course with a W for Fall 2024 is Tuesday, November 19.

Attendance Policy

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.

When conflicts or absences can be anticipated, such as for many University-sponsored activities and religious observations, you should inform your instructor of the situation as far in advance as possible. For unanticipated or emergency absences when advance notification to your instructor is not possible, you should e-mail your instructor as soon as possible.

When you are unable to make direct contact with your instructor and are unable to leave word with your instructor's department because of circumstances beyond your control, and in cases falling under excused absence regulations, you or your representative should contact or go to the [Office of the Dean of Students 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 medical care.

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 is submitted the greater the opportunity for the university to investigate the concern. More details are available on our course Brightspace under University Policies and Statements.

Copyright

See the University Policies and Statements section of Brightspace for guidance on Use of Copyrighted Materials. Effective learning environments provide opportunities for students to reflect, explore new ideas, post opinions openly, and have the freedom to change those opinions over time. Students and instructors are the authors of the works they create in the learning environment. As authors, they own the copyright in their works subject only to the university's right to use those works for educational purposes. Students may not copy, reproduce, or post to any other outlet (e.g., YouTube, Facebook, or other open media sources or websites) any work in which they are not the sole or joint author or have not obtained the permission of the author(s).

Nondiscrimination Statement

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 their 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.

Accessibility

Purdue University is committed to making learning experiences accessible. If you anticipate or experience physical or academic barriers based on disability, you are encouraged to discuss these with your instructor. You are also encouraged to contact the Disability Resource Center at: drc@purdue.edu or by phone: 765-494-1247.

Mental Health/Wellness 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.

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](#).

Please also familiarize yourself with the following resources.

- Anyone on campus can submit a [Student of Concern](#) report if they are unsure where to go or in what way they can help a student. It does not need to be an emergency.
- The [ACE Campus Food Pantry](#) is open to the entire Purdue community.
- The [Center for Advocacy, Response, and Education](#) (CARE) is open to the entire Purdue community. CARE provides support and advocacy for survivors of sexual violence, dating violence, and stalking.

Emergency Preparation

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 on Brightspace and you will be notified by e-mail.

You are expected to read your @purdue.edu e-mail on a frequent basis.

A link to Purdue's Information on [Emergency Preparation and Planning](#) is located on Brightspace under "University Policies and Statements." This website covers topics such as Severe Weather Guidance, Emergency Plans, and a place to sign up for the Emergency Warning Notification System. You are encouraged to download and review the *Emergency Preparedness for Classrooms* document ([PDF](#)) or ([Word](#)).

The first day of class, your instructor will review the **Emergency Preparedness plan for your specific classroom**, following Purdue's required [Emergency Preparedness Briefing](#). Please make note of items like:

- The location to where we will proceed after evacuating the building if we hear a fire alarm.
- The location of our Shelter in Place in the event of a tornado warning.
- The location of our Shelter in Place in the event of an active threat such as a shooting.