

## ENGR 19500, CRN 36256

### Engineering Ambassador Leadership Seminar Syllabus

---

Linda Higgins (Ambassador Advisor/Facilitator)  
Undergraduate Program Coordinator  
College of Engineering  
Armstrong Hall Room 3000  
765.494.4966 Office - 765.243.2032 cell  
[lhiggins@purdue.edu](mailto:lhiggins@purdue.edu)

**Course Information:**  
Fall Semester 2011  
Armstrong Hall B071  
Day/Time: Tuesday, 6:00 pm

Missy Davies (Ambassador Liaison)  
Director of Stewardship  
Engineering Advancement  
Armstrong Hall, Room 2025  
765-496-6929 Office – 765.479.4653  
[daviesm@purdue.edu](mailto:daviesm@purdue.edu)

---

#### 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. Use of laptops and cell phones during class is unacceptable. 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 you are seriously ill, we prefer that you do not attend class. Class discussions and pertinent information will be shared via email.

If there is an anticipated absence, please discuss it with Linda in advance. In case of emergency, please attempt to reach Linda 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 (handout provided).
- **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 2016 group. Volunteer to be an official Blogger. Correspond with admitted students from your home town to establish an open line of communication. (see handout) 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.
- **Ambassador Project** – work together to do an outreach activity for faculty, students or community (Spring semester only).
- **College of Engineering Events** - You should plan to participate in at least three events during the fall semester. A list of events along with a sign-up sheet will be available.

*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 3 events), there will be a few events that are required as part of this course (E-Week). 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:

Class Participation/Attendance/ Required Reading	50 Points
Outreach Program Such as PEP, EIS	10 Points
Outreach events: Tours, Family day, Shadow	10 Points
Ambassador Events – Alumni Events, Dinner, Orientation	10 Points
Required events:	20 Points
<b>Total Possible Points</b>	<b>100 Points</b>

**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; completed 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.

## **Emergency Procedures**

\*\*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. Students will be informed via email or the ambassador website on any changes. You are expected to read your @purdue.edu email on a frequent basis.

Purdue's resource for Campus Emergency and pandemic influenza plan is located at the following url: <http://news.uns.purdue.edu/fluinfo/> Please monitor for updates.

All hazards Emergency Warning Sirens means to immediately seek shelter (SHELTER IN PLACE). This course of action may need to be taken during a tornado, earthquake, release of hazardous materials in the outside air, or a civil disturbance.

Our location is ARMS B061. We must remain in place until police, fire, or other emergency response personnel provide additional guidance or tell us it is safe to leave.

EVACUATION – When any fire alarm sounds in the building all faculty, staff and students must evacuate. Take all personal items with you. Use stairways only. The Emergency Assembly area for the Ambassador class is on Stadium Mall Drive in front of the Civil Engineering building. Please proceed to this area until further notice. All students must be accounted for.

For complete information on emergency procedures from Armstrong Hall please see the following url: <https://engineering.purdue.edu/Intranet/Groups/Facilities/ArmstrongHall/>

*Purdue University prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a veteran. The University will conduct its programs, services and activities consistent with applicable federal, state and local laws, regulations and orders and in conformance with the procedures and limitations as set forth in [Executive Memorandum No. D-1](#), which provides specific contractual rights and remedies*

I have read the ENGR 19500, CRN #36256 syllabus. I agree with each component of my responsibilities as an Engineering Ambassador. I understand that I am personally responsible for communications concerning alumni events, future student engagements, the leadership class, and any other event that is required of an ambassador. I also understand that failure to communicate with Linda Higgins, Missy Davies, Sam Genson, or any other member within the Program could result in major decrease in my grade and participation in the program.