ENGR 180
ORIENTATION SEMINAR
About Multiethnic Engineering Students
Fall 2013 Semester (August 19 – December 6, 2013)
COURSE DESCRIPTION

TIME:	FRIDAY, 3:30-5:00 pm. Credit: 1 Cr. Hr. – Div.1
LOCATION:	ARMS B071
REQUIRED TEXT:	*Guaranteed 4.0* by Donna O. Johnson, Y. C. Chen
INSTRUCTORS:	Virginia Booth-Gleghorn, (vboothgl@purdue.edu), Director, MEP Allene D. Manning (amanning@purdue.edu), Assistant Director, MEP
TEACHING ASSISTANTS:	Freddy Solis, (fsolisno@purdue.edu), Graduate Student, CE and MBA Kamwana Mwara, (kmwara@purdue.edu), Graduate Student, A&AE
OFFICE LOCATION:	Minority Engineering Program Office ARMS 1264 Phone: (765) 494-3974 Website: https://engineering.purdue.edu/MEP/Programs/ENGR180

PURPOSE

This course is designed to assist beginning engineering students in making a smooth and informed transition from high school to college. Our goal is to aid each student in making a positive adjustment to his/her new environment while exploring and planning career opportunities in the broad field of engineering along with enhancing their personal growth and development.

COURSE OBJECTIVES

- To motivate students toward attaining academic success and a fruitful career in the field of engineering.
- To encourage students to develop team-building and networking skills while enhancing their own personal development.
- To promote awareness and use of available academic and non-academic support services.
- To facilitate interaction between students, faculty, staff, and available services.
- To provide interaction with engineering students and practitioners who can share effective strategies for coping successfully with the academic and professional life as an engineer.

COURSE REQUIREMENTS

Attendance: To gain maximum benefit from this seminar, it is *required* that you attend all classes and participate fully. TWO *unexcused* absences will result in a one letter-grade drop in your final grade. This is non-negotiable. Please visit the following website for information on Purdue's grief absence policy for students (www.purdue.edu/odos/services/griefabsencepolicyforstudents.php).

Group Projects: Each member of the class is required to participate in a group project, the results of which will be shared with the class in the form of a group presentation. Your participation in this project will weigh heavily upon your final grade. A detailed description of the nature and guidelines of the project are provided on a separate handout.

Tutorial Center: Each member of the class is required to log 25 hours in the tutorial center. In addition to signing the log book in the tutorial center, log sheets will be required and due in class once the requirements are met. The earlier you do this the better!

Guaranteed 4.0 Workbook: Each member of the class is required to turn in the completed Guaranteed 4.0 Workbook. Not doing so will adversely affect your homework grade.

Business Development Seminar: Each member of the class is required to attend the National Society of Black Engineer's Professionalism Seminar held on Saturday, September 14th. The time will be announced in class. You will be provided with useful information about interviewing, dressing for success and professional etiquette. Business/Business Casual attire is required!!!

Participation: All questions and comments are encouraged and welcomed. Full and active participation in class will sometimes be the deciding factor if a student's grade is on the borderline.

Notebooks: Guaranteed 4.0 notebooks will be checked on 9/27, 10/25 and 11/22, 2013.

Required Reading: *Guaranteed 4.0*, Donna O. Johnson and Y. C. Chen as assigned. To purchase the package please make checks payable to Purdue University for $35.00.

Course Evaluation: A course evaluation will be required at the end of the semester. We encourage your candid and honest responses on the course evaluation.

Grades: Course grades will be determined from your total score which will be computed as follows:

	Points	Percentage of Grade
Attendance	20	10%
Group Presentations	30	15%
Tutorial Center Hours	50	25%
Homework (Workbooks and online exercises)	10	5%
Business Development Seminar	20	10%
Participation	20	10%
Notebooks	30	15%
Health Awareness Presentation	20	10%
Total	200	

Extra Credit: Each member of the class is eligible for extra credit points as determined by the instructors. Points may be earned for volunteer work during our recruiting initiatives (i.e. PROMISE).

©ENGR 180 Fall 2013 Class Schedule

Week	Location	Date	Description	Reading
1	ARMS B071	08/23	Introduction to ENGR 180, Course Requirements, Academic Success 1. Orientation 2. Introductions 3. Pictures	Online Homework
2	NLSN 1195	08/30	Resume Writing and Interview Skills 1. Resume Building Workshop – Purdue University CCO – Veronica Rahim Industrial Roundtable will be held Tuesday and Wednesday, September 17 and 18th. 2. Interview Types (Behavioral, Best Answer, Case, Competency Based, Final, Informational, Group, Lunch and Dinner, Panel Job, Phone, Second, Structured, Unstructured, Video, Exit) http://jobsearch.about.com/od/interviewsnetworking/a/interviewtypes.htm 3. Mock Interviews 4. Group Photo **Business/Business Casual attire is required**	pp.13-26 Homework Assignment: Create your own elevator speech for Industrial Roundtable. You will put it to use during class next week!
3	ARMS B071	09/06	Presentations and Breakout Sessions! 1. Class Presentation Assignments/Descriptions 2. Mock Roundtable: Elevator Pitches! 3. Math & Chemistry Breakout Help Sessions MA 161 E1 (9/10), CHM 115 E1 (9/23)	
4a	ARMS B071	09/13	Academic Success 1. Guaranteed 4.0 Workshop: Donna O. Johnson 2. Class will continue into the evening –dinner will be served! Class will be cancelled on Friday October 4th (Friday before Octoberbreak!)	
4b	STEW 218 ABCD	09/14	NSBE Professionalism Seminar: 10:00 – 2:45 pm – Lunch will be provided! *******Business/Business Casual attire is required*******	
5	ARMS B071	09/20	Test Anxiety & Help Sessions 1. Marty Green, CAPS 2. CHM 115 Breakout Help Sessions CHM 115 E1 (9/23)	
6	ARMS B071	09/27	HOMECOMING! MEP Alumni Panel *******Business attire is required******* *****G4 Notebook Due*****	
7	ARMS B071	10/04	Class Cancelled – Due to Guaranteed 4.0 session on 9/13 – Happy Octoberbreak!!!!!	
8	ARMS B071	10/11	More Success Stories 1. Ronald Hickland: Corporate Partner speaking about opportunities 2. Bill Payne	
9	ARMS B071	10/18	Dangers of Social Networking! The type of networking in which you don't want to engage. 1. Cree Harris	
10	ARMS B071	10/25	Group Presentations (15 minutes each) 1. How Do I Choose My Major?– Team 1 2. How Do I Manage My Academic Career? – Team 2 3. What Should I Do Now to Manage My Professional Career? – Team 3 *****G4 Notebook Due*****	
11	ARMS B071	11/01	Group Presentations (15 minutes each): 1. What Cultural Campus Activities/Programs are Available? – Team 4 2. How Do I Maintain a Healthy Lifestyle? – Team 5 3. How Do I Manage My Finances – Team 6	
12	ARMS B071	11/08	1. Dr. Seqwana Pryor(Manufacturing Technology Manager, Dupont) 2. Health Awareness Exercise 3. Blair McDaniel (Purdue Health and Kinesiology Department) 4. Math & Chemistry Breakout Help Sessions MA 161 E3 (11/13), CHM 115 E3 (11/12)	
13	ARMS B071	11/15	Meet the Professors Dinner will be served as you mingle and get to know the professors.	
14	ARMS B071	11/22	1. Andre Hughs 2. Julio Ramirez 3. Ernesto Marinero *****G4 Notebook Due*****	
15	ARMS	12/06	Course Evaluations	

	B071		**Health Awareness Presentations (7 minutes each)** **Tutorial Center Log Sheets are Due!!!!!**	

Campus Emergency Clause

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. Here are ways to get information about changes in this course:

1. Course web page
2. Instructor's email address
3. Instructor's phone

Students with Disabilities

Any student who feels s/he may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs. Please contact the Disability Resource Center in room 830 Young Hall to coordinate reasonable accommodations for students with documented disabilities.

Fall Session 2013 begins on Monday, August 19th. The following dates are of importance:

Monday, September 2nd – Labor Day (No Classes)
October 7th-8th – October Break (No Classes)
November 27th – 29th – Thanksgiving Vacation (No Classes)
Saturday, December 7th – Classes end
December 9th-145th – Final exams
Tuesday, December 17th – Grades due at 5:00 PM

Avoiding Academic Probation

What it Means to Be on Probation

If you are on probation you are at risk of being dropped from the University. According to University policy, a student shall be placed on scholastic probation from the University if, at the close of any regular semester, his/her graduation index is LESS than that required of a student with his/her classification shown in the table below (see page 23 of University Regulations handbook).

Credits	Classification (Class)	Semester Index (Less Than)	Graduation Index (Less Than)
0-14	1	1.5	1.5
15-29	2	1.5	1.6
30-44	3	1.6	1.7
45-59	4	1.6	1.8
60-74	5	1.7	1.9
75-89	6	1.7	2.0
90-104	7	1.7	2.0
105+	8	1.7	2.0

A student on probation shall be removed from that status at the end of the first subsequent semester in which he/she achieves both semester and graduation indexes equal to or greater than those required for a student with his/her classification as shown in the above table. To determine your semester classification (Class), go to mypurdue.purdue.edu and click on the Academic tab. From there, go to the last semester you have completed and, in most cases, add 1 to your classification.

What Causes a Student to be Placed on Drop Status

Once on probation, you need to bring your grades up to a satisfactory level. A student on scholastic probation shall be dropped if at the close of any regular semester, his/her graduation index is less than that required of a student as shown in the table below OR if he/she receives failing grades in six credit hours or more for the semester. Here are the index levels for dropping:

Credits	Classification (Class)	Graduation Index (Less Than)
0-14	1	1.3
15-29	2	1.4
30-44	3	1.5
45-59	4	1.6
60-74	5	1.7
75-89	6	1.8
90-104	7	1.9
105+	8	2.0

What it Means to Be Dropped

If you are dropped from the University, it means that you have not made sufficient progress to warrant continuing your education at this University. Higher education is indeed a privilege. It does not mean however, that you cannot continue at a later time, at another university, or even at this University. **Readmission, however, is not automatic**.

RESOURCES

OFFICE OF THE DEAN OF STUDENTS
[Schleman Hall, Room 207, 4-1747]
Offers personal, academic, and career counseling; short-term emergency loans; assists students with disabilities, locating off-campus housing; testing; and a wide array of other services students may need.

UNDERGRADUATE STUDIES PROGRAM
[Young Hall, Room 831, 4-0843]
Counselors provide free academic, personal and career counseling. Assistance is provided in selecting majors, occupations, and preparing for the world of work.

CENTER FOR CAREER OPPORTUNITIES
[Stewart Center, Room 194, 4-3981]
Career counseling and career exploration, career books, catalogs, occupational information files. Fosters decision-making skills, information gathering, and self-evaluation. No appointment necessary.

SPAN PLAN ADULT STUDENT SERVICES PROGRAM
[Schleman Hall, Room 207, 4-4590]
Provides assistance (financial and academic advising/counseling) for student who have been away from the academic environment for several years.

COUNSELING AND GUIDANCE CENTER
[Beering Hall, Room 3202, 4-9738]
Masters and Ph.D. students seeking counseling degrees provide free academic, career and personal counseling. Free assistance if experiencing emotional difficulties or needing help adjusting to university life.

HORIZONS STUDENT SUPPORT PROGRAM
[Schleman Hall, Room 230, 4-7094]
Assists students with disabilities, low income students and those who are first generation college students.

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)
[Psychological Sciences Building and Student Health Center, 4-6995]
Provides individual counseling for students; support and therapy groups and workshops.

WRITING LAB/ONLINE WRITING LAB
[226 Heavilon Hall, 4-3723]
Tutorials, handouts, computers, ESL study materials, grammar hotline, and a variety of workshops and brochures.

ACADEMIC SUCCESS CENTER
[Beering Hall, Room 3268, 4-5569]
Academic assistance for numerous courses.

BOILER COPYMAKER
[Purdue Memorial Union, Room 157]
Keeps old exams for many, many courses.

SUPPLEMENTAL INSTRUCTION
[Beering Hall, Room 3268, 6-6410]
Help with Math 153 (Algebra and Trigonometry I), Psych 120, and Biol 203 (Anatomy and Physiology).

Emergency Loan Program
(Not associated with any other financial aid)

The Office of the Dean of Students maintains a fund to assist students who encounter school-related emergency needs. The fund was established by Purdue alumni and friends. Any student enrolled in one or more classes may come to the Office of the Dean of Students and request to borrow up to $400 for 30 days with no interest.

NEW SERVICES (After October 13, 2010)

- Options to receive the funds via check or direct deposit (ACH transfer).
- Online payment.
- Continuing options of payment by cash, check, or money order.

YOU WILL NEED TO:

- Come to Room 207, Schleman Hall, and request an emergency loan.
- See a drop-in counselor for loan approval.
- Show a PUID or other valid picture ID.
- Complete the application process with the emergency loan clerk.
- Provide your driver's license number or state-issued ID number (if you have one).
- Provide the name, address, and phone number for two references.
- Enter your Social Security Number on a secure financial site.
- Create a password that can be used for a secure financial account.
- eSign a legally binding Promissory Note that outlines the conditions and repayment requirements of the loan.

HOURS OF OPERATION
Loans may be approved weekdays between 8:30 a.m. - 11:30 a.m., and 1:00 p.m. - 4:00 p.m. in the Office of the Dean of Students (SCHL 207).
No loans are given Tuesday mornings.

EMERGENCY LOANS ARE:

- Interest-free as a service for Purdue students;
- For emergency, short-term use;
- May borrow a maximum of $800 per semester
- For a maximum of $400 for 30 days;
- Available to students who are registered one or more classes at Purdue West Lafayette or State-Wide Technology sites.

REPAYMENT

Online Payment	http://www.ecsi.net
In Person or by Mail In Person – Cash, Check or Money Order By Mail – Check or Money Order	Purdue University Collections Office Schleman Hall, Rm 334 475 Stadium Mall Drive West Lafayette, IN 47907 Phone: (765) 494-5350 Email: uco@purdue.edu http://www.purdue.edu/uco/

University Collections Office is open between 8:30 a.m. - noon and 1:00 p.m. - 4:30 p.m.

LATE OR NON-PAYMENT
Students who are granted loans are expected to assume responsibility for prompt repayment. The total amount of money available for loans to all students is limited. Failure to repay loans by the dates due may deprive other students of the use of loan funds.

Failure to repay loans by the due date (30 days) may result in the encumbrance of the student's academic record and the assessment of a late fee and a collection fee.If you cannot repay a loan by the due date, you must contact the University Collections Office using the contact information shown above. (Scroll down or click to view a copy of the Promissory Note for a full explanation of fees and other conditions of an Emergency Loan.)

LOSS OF ELIGIBILITY TO USE LOAN FUNDS
If you do not repay your loan by the due date, a hold will be placed on your academic record until the amount is paid in full, along with any charges for late fees, insufficient funds payments, or collection fees that may be incurred. (Scroll down or click to see a copy of the Promissory Note for a full explanation of fees and other conditions of an Emergency Loan.)

After a second encumbrance for failure to repay your loan by the due date, you will no longer be eligible to use the emergency loan funds.

Holds will prevent you from registering for classes and restrict your ability to conduct other university business.

"Academic Integrity: A Guide for Students"

Written by: Stephen Akers, Ph.D.
Executive Associate Dean of Students
1995, Revised 1999, 2003, 2009

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Purdue University values intellectual integrity and the highest standards of academic conduct. To be prepared to meet societal needs as leaders and role models, students must be educated in an ethical learning environment that promotes a high standard of honor in scholastic work. Academic dishonesty undermines institutional integrity and threatens the academic fabric of Purdue University. Dishonesty is not an acceptable avenue to success. It diminishes the quality of a Purdue education, which is valued because of Purdue's high academic standards.

Fostering an appreciation for academic standards and values is a shared responsibility among students, faculty, and staff. The information in this brochure is directed to students to define academic dishonesty and how to avoid it.

DEFINITION OF ACADEMIC DISHONESTY

Purdue prohibits "dishonesty in connection with any University activity. Cheating, plagiarism, or knowingly furnishing false information to the University are examples of dishonesty." [Part 5, Section III-B-2-a, *University Regulations*] Furthermore, the University Senate has stipulated that "the commitment of acts of cheating, lying, and deceit in any of their diverse forms (such as the use of substitutes for taking examinations, the use of illegal cribs, plagiarism, and copying during examinations) is dishonest and must not be tolerated. Moreover, knowingly to aid and abet, directly or indirectly, other parties in committing dishonest acts is in itself dishonest." [University Senate Document 72-18, December 15, 1972]

More specifically, the following are a few examples of academic dishonesty which have been discovered at Purdue University.

- substituting on an exam for another student
- substituting in a course for another student
- paying someone else to write a paper and submitting it as one's own work
- giving or receiving answers by use of signals during an exam
- copying with or without the other person's knowledge during an exam
- doing class assignments for someone else
- plagiarizing published material, class assignments, or lab reports
- turning in a paper that has been purchased from a commercial research firm or obtained from the internet
- padding items of a bibliography
- obtaining an unauthorized copy of a test in advance of its scheduled administration
- using unauthorized notes during an exam
- collaborating with other students on assignments when it is not allowed
- obtaining a test from the exam site, completing and submitting it later
- altering answers on a scored test and submitting it for a regrade
- accessing and altering grade records
- stealing class assignments from other students and submitting them as one's own
- fabricating data
- destroying or stealing the work of other students

Plagiarism is a special kind of academic dishonesty in which one person steals another person's ideas or words and falsely presents them as the plagiarist's own product. This is most likely to occur in the following ways:

- using the exact language of someone else without the use of quotation marks and without giving proper credit to the author
- presenting the sequence of ideas or arranging the material of someone else even though such is expressed in one's own words, without giving appropriate acknowledgment
- submitting a document written by someone else but representing it as one's own

BASIC TIPS ON AVOIDING CLAIMS OF DISHONESTY

Careful attention to your own academic duties is the best way to avoid allegations of academic dishonesty. If you are asked to do something that you feel is wrong or unethical, it probably is. Aiding someone in committing an academically dishonest act is just as serious as receiving the aid. Review course syllabi and make sure you understand your instructors' expectations and responses regarding academic dishonesty. The following tips may help you avoid problems:

- Do not look around, particularly in the direction of other students' papers, during an exam since it may appear you are trying to copy from others.

- When taking an exam, shield your answer sheet. If you feel someone is trying to copy from you, ask the proctor if you may move. This will alert the proctor to a potential problem and help remove suspicion from you as aiding the other student if a claim of cheating arises.
- If you are allowed to take materials into a testing site, make sure no notes or materials are exposed or accessible that could cause one to believe you are using unauthorized aids (cribs).
- Should there be any doubt, clarify with your instructor how much collaboration, if any, is permitted or expected when working on projects or assignments with other students.
- Know that it is risky to electronically copy or transmit a computer program or file to other students. You could be implicated in a cheating incident if others alter that program and submit it as their own work.
- Protect your computer log-in identifications and passwords. Other students could use them to access your work and subsequently implicate you in a cheating case.
- Since it is impossible to write everything with complete originality, use quotation marks, footnotes, and parenthetical textual notes to acknowledge other people's words or ideas employed in your paper. Check with you instructor for proper techniques for citations and attribution if you have any doubts.
- Do not include sources in a bibliography or reference list if you have not used the sources in the preparation of your paper. To list unused sources is called padding the bibliography.
- Do not acquire previous papers, lab reports, or assignments used in a course with the intention of copying parts or all of the material. Consult with your instructor on how such materials may be used as general guides.
- Keep rough drafts and copies of papers submitted in courses since other students may get access to your work and attempt to claim it as their own.
- Do not leave copies of assignments in computer labs.
- Do not share your current or former assignments, projects, papers, etc. with other students to use as guides for their work. Such a practice could lead to claims of collaboration if part or all of your work is lifted by another student. Sometimes friendly assistance may escalate into claims of blatant dishonesty.
- Check with your instructor before turning in a paper or project you submitted in another course.
- Do not give your homework papers, projects, or other assignments to other students to submit for you. They may use parts of your work.
- When completing take-home exams, do not collaborate with other persons unless approved by the instructor.
- Keep your student identification card in your possession or secured. Never loan your identification to anyone.
- Do not make any marks on a graded exam if there is any chance you may submit it for a regrade. Make all notations on a separate paper.

WHAT TO DO IF YOU SUSPECT OR BECOME AWARE OF CHEATING

Students who cheat gain an unfair advantage over honest students. Although reporting suspected or observed cheating may seem difficult, failure to do so hurts you as well as Purdue. Observations or knowledge of academic dishonesty should be reported immediately to course instructors. Even if your observations are reported anonymously, such information may encourage instructors to do further investigation, detect patterns of cheating or impose effective preventive measures. If you are uncomfortable speaking directly with an instructor, you are urged to consult with staff in the Office of the Dean of Students who will advise and assist you in addressing the problem.

CONSEQUENCES FOR ACADEMIC DISHONESTY

Before any formal action is taken against a student who is suspected of committing academic dishonesty, the instructor is encouraged to meet with the student to discuss the facts surrounding the suspicions. If the instructor concludes that the student is guilty, the matter may be resolved with the student through punitive grading. Examples of punitive grading are giving a lower or failing grade on the assignment, having the student repeat the assignment and perhaps some additional assignment, or assessing a lower or failing grade for the course. The grade appeals system offers recourse to a student whose grade has been reduced unfairly for alleged academic dishonesty.

Additionally, instructors are encouraged to refer cases to the Office of the Dean of Students for adjudication and/or appropriate record keeping. The Office of the Dean of Students will follow established procedures as provided in Part 5, Section III of *University Regulations*. If found guilty, possible penalties include a warning, probation, probated suspension, suspension, or expulsion.

Feel free to make a print of this brochure for yourself. Copies of this brochure are available through the Office of Student Rights and Responsibilities at no cost, (765) 494-1250.