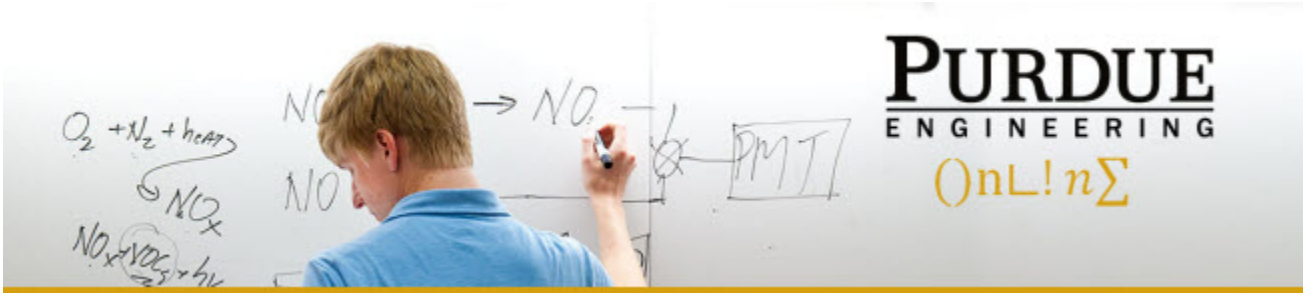

PURDUE ENGINEERING ORIENTATION

Welcome to Purdue University and welcome to the new student orientation.

From your first inquiry to application to graduation, we are committed to helping you reach your goals. The concept of distance learning could sometimes feel daunting if you are unfamiliar with the online environment. You might ask: Will I be learning completely on my own? What is the online classroom like? How do I take an exam? Will this take more or less time than an on-campus course? These are a few of the common questions students ask.

We're committed to supporting your online education and this orientation will introduce you to the tools and resources that you will want to use throughout your experience. Online students have access to many of the same opportunities that students do at the West Lafayette campus. You will want to explore all of these opportunities to get the most out of your experience.

If you don't find an answer to your question, contact us. We are here to help you reach your academic and professional goals.

Orientation Objectives

We understand that you're serious about your education and want to ensure that you're prepared and ready to begin taking an online course. After completing the Orientation, you should be able to:

1. Set reasonable expectations about the time commitment and discipline necessary for successful course completion.
2. Know how to use course technologies and navigate Purdue's online environment.
3. Be knowledgeable of Purdue's academic policies and procedures.
4. Know where to get help when needed.

Orientation Objective 1: Expectations

PREPARING FOR YOUR DISTANCE EDUCATION EXPERIENCE

There are many reasons students choose to enroll in distance education courses. Perhaps you live too far from campus, or you must balance work and family responsibilities with academic goals. While distance courses offer the flexibility to pursue academic studies in these busy times, many students approach online learning without adequate understanding of or preparation for the demands of online course work.

Online learning, while similar to traditional classroom learning in most respects, requires even more commitment and discipline from students. Online courses are as rigorous as on-campus courses; indeed, the emphasis on educational quality is one reason you chose Purdue University. While online courses may be more flexible for your schedule than campus courses, they require just as much, if not more, time and effort.

What You Can Expect:

- Courses taught by highly respected Purdue faculty
- A fully supported online learning environment
- Academically rigorous programs that include the latest research findings
- A collaborative learning experience where you can interact with faculty and classmates from around the world
- An opportunity to join a proud Purdue community

ABOUT DISTANCE LEARNING

Timing of taking classes

As an online Engineering graduate student you will be taking classes in the online environment. Instructors provide the material, lectures, tests and assignments that can be accessed at any time. Your lectures are not time restricted meaning you don't need to be logged in to preview your course material at a specific time. Typically our courses are available for download and viewing two hours after the "live" lecture has been captured.

About the Courses

Courses are designed with your busy schedule in mind, providing the flexibility you need to study at the times most convenient to you. Courses are delivered asynchronously via streaming video over the Internet to students around the globe shortly after they are taught live in a classroom on campus. Our classes use the same faculty who teach in our on campus programs, and for the larger course sections, additional teaching assistants will provide further resources for the students.

All of your course activities, assignments, and exams must be completed by their respective due dates.
You will need to view course lectures regularly to keep current. The typical length of our courses is 16 weeks (8 weeks in the summer). Some courses may also contain online group work that you need to take into consideration.

Course Materials

There is no such thing as a "typical" cookie-cutter online course in this program; each course can look different. Your online course will include a variety of course materials. Course materials may include, but are not limited to: syllabus, course website, textbooks, videos, supplementary reading and links to other sites. To see the course detail sheet, visit the Course Catalog, find a course of interest, and click on the course title.

Course Demo

Course sessions will be available to you in both a low and high resolution downloadable MPEG-4 format. Both versions feature identical content.

We are producing the video in a widescreen 720x480 format. This format is compatible with most popular portable video players. However, depending on the model you have, it may not be able to display the widescreen format. To view the lecture videos on your device you may need to convert them to a 640x480 or smaller screen size before loading them onto your player. We recommend using the RealPlayer converter for the conversion because it is easy to use and provides preset conversions for a large number of players. This converter comes bundled with RealPlayer, or is available for free at the Real website: http://www.real.com/realplayer/features

We're happy to provide you with a preview of what it is like to be an online student.

- Downloadable Low Resolution MPEG-4 Video format Demo
- Downloadable High Resolution MPEG-4 Video format Demo

How Do I Interact with My Classmates and Instructor?

We strive to provide a variety of mainstream technology tools so that you can interact easily with other students and your instructor and continue to use these same tools in your workplace. These include:

- Skype
- Adobe Connect
- e-mail
- discussion forums

We encourage you to be actively engaged in your class. Contact your instructor directly if you have any questions about course content, assignments, due dates, etc. Instructor contact information (e-mail address and phone number) can be found on the Course Detail Sheets in the Course Catalog. (Remember, to find the Course Details Sheet for a specific course, scroll to the appropriate semester, and click on the course title from the listing).

Time to Complete the Degree

You can complete the master's degree in three-plus years by taking one course per semester and occasionally taking a course during the summer term. However, if you're highly motivated you may take two courses a semester and complete the master's degree in well under three years. How quickly you complete our degree program depends on you, we have no "set time limits" on your online studies. We will be glad to advise and keep you on track to meet your goals even when you find it necessary to cut back your course schedule for a period of time. As a Purdue graduate, you are invited to attend the same commencement ceremony as those on campus to receive your diploma in person.

How you will be Graded

Students are graded based on their performance in class. The courses we offer online will have various methods for grading depending on the specific requirements for a given class. Students can expect to experience any combination of homework, graded exam, final project, group work or graded reports. We encourage you to explore the course catalogue for more specific detail by course title.

Only the instructor can excuse a student from a course requirement or responsibility.

A Student's Guide to the Grade Appeal Process

Taking Exams

As a distance learner you may wonder where and how you'll take your exams. Your instructor has most likely provided information in the course syllabus, and examination requirements are usually listed in the Course Details Sheet.

To ensure that your Purdue degree remains well respected over time, it is essential that we maintain a high level of integrity for our exam process. That is why we require you to take exams in the presence of an approved proctor.

Exams are made available to your proctor prior to the scheduled exam date via a secure web portal. You are asked to complete the exam at the pre-established time and according to the guidelines set by the course instructor. Your proctor will return the exams to the Engineering Professional Education office according to the schedule set for the course. This process should be confirmed with your proctor prior to the start of classes for the semester.

Cost

Courses have the same academic credit as their live, on-campus counterparts. Beginning academic year 2013-14, there is a resident or non-resident rate. All tuition is a flat fee per course.

GETTING STARTED

Demo Videos and Handouts - https://www.purdue.edu/onepurdue/ESA/secure/myPurdueDemos.shtml

Registration

Registration is the process of selecting courses, registering, receiving a schedule, and paying fees. You are not officially enrolled until fees are paid. Your registration will be cancelled if payment is not received.

You will register online through the student self-service system in your myPurdue portal. To register, you will need your unique semester PIN and a list of Course Reference Numbers (CRNs) which you obtain through the ProEd website.

Students must have the prerequisites or background and experience needed for any course in which they seek to enroll. Consultation and/or registration approval by course instructors may be required.

For courses which require approval of the department or instructor, you cannot complete registration through the online process unless permission is granted. If the student is eligible and permission is granted, the graduate program staff or faculty member will enter an override. Once the override is processed, you will be directed to register for the class online.

TIPS FOR SUCCESS

We want your experience to be a positive one! Find a Student Success Handout for every situation.

Balancing Work/Home/School

Be realistic about the time commitment that is required to fit graduate studies into your already demanding life and then prepare to make a plan to achieve a healthy balance. As a general rule of thumb, plan to spend 9-12 hours per week of study time for each 3-credit course. However, some courses won't require as much of your time, and others may require more. Spread the word to your family and friends that you're in the program and that you may have to host next year's holiday gathering, give up an episode of your favorite show, or skip out on that Friday 5 o'clock social hour.

This section will focus on the elements of time management that are critical to studying and course participation.

Procrastination

Procrastination is a common problem for college students that detrimentally impacts their academic success. The following will educate you on what procrastination is, what it looks like, why people do it, and how it can be minimized. As a distance learner, you must be more disciplined since you are on your own. Make sure procrastination does not get in your way!

Overcoming Procrastination

Time Management

The key to managing time well is managing your life well. Think ahead about your major activities, obligations, and time commitments. Stay motivated by budgeting time well in advance. A planner or calendar are helpful tools for staying organized all semester long. Make an agreement with your family to give you quality study time during certain times of the day or week, and then schedule time to spend with your family.

10 Tips for Time Management

Test Taking / Exam Preparation

Taking test and final exams can be greatly enhanced by having a greater understanding of study skills and test structure.

Early Test Preparation

- Participate in every class!
- Ask questions.
- Read the textbook and take notes.
- Participate in review sessions and take practice exams if available.
- Practice recall of information.
- Look over test you have already taken in the course.
- Ask the instructor which concepts are most important, which chapters to focus on.

During the Test

- Arrive at the test room early and establish a calm and alert mode.
- Survey the entire test and start with the easiest questions first.
- Read the directions carefully.
- Plan your time: allow the most time for questions which offer the most points.
- Go for partial credit when you know you cannot get all of the points.

- Allocate time at the end to review before turning in the text.

After the Test

- Reward yourself.
- Note the kinds of questions you missed.
- Rework your errors once you receive your test back, to reason out why the correct answer was correct.
- Check the level of detail and skill of the test to plan for future tests.
- Contact the instructor if you need extra assistance or have questions about how the test was graded.

Working in Virtual Teams

Some classes may include team projects. Working in teams provides an opportunity for you to connect with your fellow students. You will hear new ideas and even get a chance to share some of your own. Since you likely will never meet your teammates in person, electronic communication such as email, discussion boards, and chats will be very important.

Teams work best when members have clear roles, identify and work toward a common goal, and make decisions jointly.

To be a productive and positive team member:

- Attend all meetings
- Be prepared for meetings – do reading and research beforehand
- Meet deadlines – your teammates are depending on you!
- Promptly answer email and messages
- Follow basic 'netiquette' – be courteous and respectful to others
- Notify your team members and instructor immediately if you have an emergency that prevents you from participating in the teamwork

Suggested agenda for your first meeting:

- Introductions
- Restate your project or assignment goals
- Decide on a team name
- Share contact information
- Decide how/when you will conduct future meetings (chat rooms, discussion boards, conference calls, etc.)
- Set up a schedule and decide on tasks
- Set ground rules

Orientation Objective 2: Technology & Systems

HARDWARE AND SOFTWARE REQUIREMENTS

Hardware

Not sure if your current computer or laptop is equipped and ready for online classes? Check out the minimum recommendations.

Apps and Software You Need

Information Technology at Purdue (ITaP) also offers tips for safe computing.

- Secure Purdue Training Series Videos
- Information Security Best Practices

Software

While Purdue does not require any software, to be successful in your classes you will need to use an up-to-date Web browser (such as the newest versions of Google Chrome, Firefox, Safari, or Internet Explorer), an email application, word processor, spreadsheet software, and Adobe Acrobat Reader. Other classes or departments may have more detailed software requirements.

In order to view the courses, you will need a media player installed. Download a free copy of VLC cross-platform Media Player or QuickTime player.

Purdue ITaP Shopping Online provides access to online vendor storefronts with special Purdue pricing on computers and other electronics, as well as software, mobility service plans and personal credit management products (some software is specific to faculty/staff only).

Also, you can use software remotely at no cost through Purdue's Software Remote (DACS).

PURDUE CAREER AND E-MAIL ACCOUNTS

Your Purdue Career and Email Accounts are created when you are admitted to Purdue. myPurdue as well as most ITaP (Information Technology at Purdue) tools such as e-mail, remote software and Blackboard use your Career Account username and password for access. Following admission, all students should set up their Career Account. To activate your Career Account you will need your PUID and your initial account activation password.

Activate your Purdue Career Account video (4:24) handout (PDF)

You will need to activate your Purdue Email Account as it is the official e-mail address for University communication and the way instructors and University offices will send you information. Students will need to check their Purdue e-mail account often using Purdue myMail or change your email service setting to forward any email sent to your @purdue.edu address to an address you specify. You will have the option to provide our office an alternate email address in your ProEd Profile via the Manage My Account portal.

For additional information and help related to your Purdue Accounts, contact the Help Desk at (765) 494-4000 or visit http://www.itap.purdue.edu/help/.

ONLINE LEARNING TOOLS

Blackboard

Blackboard is a web-based course management system that you may need to access course content, communicate with classmates and your instructor through discussion forums and chat, read announcements, read and turn in assignments, and take quizzes and tests. Some instructors use many features of Blackboard; some use it for just one function.

We want you to be comfortable in the Blackboard Learn environment before you encounter it in a class.

You'll find that distance education courses often present content in multiple ways to appeal to students with different learning styles. You can learn about Blackboard basics through the Blackboard On Demand Learning Videos. Each resource teaches you the Blackboard basics you'll need to know to be ready for your first day of class. You'll learn how to do the following:

- Log in to Blackboard and edit your profile
- Send emails from Blackboard
- Post to a forum (discussion board)
- Submit an assignment
- Take a quiz
- Check your grades in the gradebook
- Use Blackboard Help

A few short how-to video tutorials have been selected for you to watch to help you become familiar with common tasks.

> Setting Your Preferences
> Sending Emails
> Participating in Discussions
> Submitting Assignments
> Checking Grades

Depending on the speed of your internet connection, videos may take a while to load. Most videos are under three minutes in length.

Other Online Learning Tools

In addition to WebEx Conferencing, students may encounter other online learning tools such as: Mixable, Confluence WIKI, Safe Assign, Piazza, and many others.

COMPUTING RESOURCES

- Research Computing
- Discounted Computer Hardware and Software
- ITaP (Information Technology at Purdue) Customer Service Center
- Purdue's Wireless Network
- Computer Training

Orientation Objective 3: Policies

HOUSEKEEPING POLICIES

Student Conduct Code

Students are expected and required to abide by the laws of the state of Indiana and of the United States and the rules and regulations of Purdue University, to conduct themselves in accordance with accepted standards of social behavior, to respect the rights of others, and to refrain from any conduct that tends to obstruct the work of the University or to be injurious to the welfare of the University. A student who violates these general standards of conduct may be subject to informal actions and/or disciplinary sanctions.

Speech and Expression on Campus

Academic Integrity

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.

Academic Integrity: A Guide for Students

Academic Probation & Dismissal

A graduate student is expected to maintain a graduation index representing a B average (3.0/4.0 GPA.) or better. A student's progress will be reviewed each session by the student's department. The student's progress also may be reviewed by the Graduate School. Should the student fail to perform on a level acceptable to the advisory committee, the departmental graduate committee, or the dean of the Graduate School, he or she may be asked to discontinue graduate study at Purdue.

A Student's Guide to the Grade Appeal Process

CREDIT TRANSFER REGULATIONS AND PROCESSES

A maximum of 12 credit hours taken while in graduate status at another institution or in post baccalaureate studies (non-degree) status at Purdue may be transferred into a master's degree program at Purdue University. Only credit hours associated with graduate courses for which grades of B- or better were obtained will be eligible for transfer. Individual graduate departments may place additional restrictions on transfer of courses to their programs; contact the corresponding graduate department for specific departmental policies. University policies on transfer of graduate credits are at

Courses transferred from another institution are not used in computing the Purdue graduation index (GPA). Coursework used to satisfy the requirements of a degree from another institution may not be used on a Purdue master's plan of study.

Students who have taken courses at Purdue University with the intention of transferring the credits to another institution should contact the Office of the Registrar to request an official transcript.

NON-DEGREE STUDY

- Non Degree admission is not a form of probationary admission to a degree program. Non degree registration in courses outside the admitting department may require the permission of the department offering the course. A maximum of twelve (12) credit hours earned in appropriate courses taken in non-degree status, may, with departmental approval, be applied to an advanced degree program at Purdue, should the non degree student later be admitted to an advanced degree program.
- Some courses have prerequisites. Many times non-degree students have completed the prerequisite at another institution. Prerequisites are not enforced in the Purdue Student Information System, myPurdue, for graduate students. Non-degree students should only enroll in courses that they have the academic prerequisites for.

Orientation Objective 4: Resources

NEW STUDENT CONVOCATION

View a video of the Convocation for New Graduate Students.

ACADEMIC RESOURCES

Purdue University offers a variety of academic resources to ensure your success, such as more than ten libraries, a writing center, and computer resources.

- Textbook Information
- Libraries - Purdue University Libraries subscribe to over 300 databases and thousands of electronic journal titles. The library staff will assist students to choose the best scholarly databases and journals for research or homework, as well as find technical information in all its varied forms.
- Writing Lab (OWL) - services include tutorials, handouts, a grammar hotline, and a variety of workshops and brochures.
- Academic Success Center - The center offers workshops on such topics as: overcoming stress and anxiety, time management, overcoming procrastination, and note taking skills, to mention a few.

Disability Resource Center

The Disability Resource Center (DRC) at Purdue is committed to creating a welcoming and inclusive campus community that provides academic adjustments and services to eligible students with disabilities. Services may include testing accommodations, alternative print materials, consulting with campus faculty and staff regarding the provision of accommodations.

Accommodation Process

To request disability services, students should contact the Disability Resource Center at (765) 494-1247.

Veterans Success Center

Defense contractors and the U.S. Military (Airforce, Navy, Marine Corps, and Army) are among the top employer groups for Engineering Professional Education. In the past three years, over 300 enrolled students reported current active duty status in the military. Our programs have been ranked 3rd in U.S. News & World Report's Best Online Graduate Engineering Programs for Veterans. If you are a veteran, member of the military, or benefit using family member the Veterans Success Center is here to support you.

GI Bill Benefits and Purdue University
Tuition Assistance

Spring 2015 MSECE graduate, Navy Lt. j.g. Ryan Russon, had this to say of his experiences with Purdue's online graduate studies in engineering, "Purdue has a highly ranked electrical engineering program that could also accommodate my work schedule and work with my military educational benefits." Russon continues to say that being an online student did not feel any different than being an on-campus student. "The only thing that differed is that I would watch my lectures at night after work in the comfort of my home."

Web-based Learning Resources and Tutors

Engineering and Computer Science
ECN Knowledge Base: https://engineering.purdue.edu/ECN/Support/KB
UNIX and C tutorials: https://engineering.purdue.edu/ECN/Support/KB/OS/Unix
Tutors: http://www.purdue.edu/studentsuccess/academic/tutoring/

Math
An index of math course pages: www.math.purdue.edu/courses/index.php
Exam archives: www.math.purdue.edu/academic/courses/oldexams
Matlab Support: http://www.mathworks.com/support/
Tutors: www.math.purdue.edu/academic/tutor

CAREER SERVICES

- Purdue Graduate Student Career Fair
- Professional Development
- Center for Career Opportunities - The CCO offers career counseling and career exploration, career books, catalogs, and occupational information files. It fosters decision-making skills, information gathering, and self-evaluation. No appointment is necessary.

Purdue Leaders Forum: Videos - https://boilerlink.purdue.edu/organization/PurdueLeadersForum.
Departmental Graduate Seminars - http://web.ics.purdue.edu/~pgsg/academics/departmental-graduate-seminars/.
Engineering Symposiums/Lectures - https://engineering.purdue.edu/Engr/AboutUs/News/Events/Symposia.

Student Testimonials

"Engineering Professional Education puts you inside of the classroom from anywhere in the world, at any time. Lectures are streamed over the net, homework is submitted online, and tests are administered by proctors."
—Garry Wieneke

"Learning online is better than in person. The lectures are ‘on demand’, so you can watch according to your schedule and when you are in the right mindset."
— Virginia Aguilar

"Purdue's Online Graduate Engineering programs can deepen your engineering knowledge and help distinguish you from your peers. While the curriculum is demanding, professors are easy to reach to discuss whatever questions may come up."
— Tim Siefer

"I was able to finish my degree and take interesting courses, while working full time and starting a family. It was the perfect ‘work-life balance’ for me without sacrificing academic quality."
— Virginia Aguilar

"The online learning experience worked very well for me. It provides the same quality of instruction as an on-campus education while allowing me the flexibility to continue to work full time and gain valuable workplace experience."
— Tim Siefer

"Purdue's online engineering programs will challenge you just as much as brick and mortar programs. Being able to complete courses from the comfort of your home allows you to concentrate your efforts on the material being taught, instead of the commute to campus."
— Kevin Simon

"Purdue’s program offered a classroom experience that enabled busy professionals and full-time students the opportunity to collaborate in real time on projects and assignments. We used a number of different communication methods including discussion boards, shared web-sites and in one class face-to-face interaction."
— Kathy C. Murphy

Engineering Professional Education

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