EML6934 INDUSTRY PRACTICUM

Fall 2021
Meets online via Canvas course web site

Modifications to this syllabus may be required during the semester.
Any changes to the syllabus will be posted on the course web site and via email to student's ufl.edu email address.

INSTRUCTOR CONTACT INFORMATION

Karen J. Ehlers, Ed.D.
kehlers@ufl.edu / (352) 392-0808
Office Hours: Friday 10 AM – 1 PM - https://ufl.zoom.us/j/97750537988

CLASS MEETING

The expectation for graduate level engagement in this course requires a minimum of 3 hours active participation in online discussion modules, in addition to course readings and assignments.

TEXTBOOK REQUIRED

None Required

COURSE DESCRIPTION

The course provides graduate students opportunities to apply the skills and knowledge learned in graduate Engineering courses within a professional, working environment. In addition to developing an understanding of the professional and organizational issues encountered by engineers and technologists in the workplace, students learn to refine their skills in communication, teamwork, leadership, and employee relations while participating in off-campus internships and cooperative educational experiences.

COURSE OBJECTIVES

1. Identify and define individual professional goals in industry and/or academia
2. Identify and define the professional and ethical issues encountered by engineers and technologists in the workplace
3. Illustrate professional presentation and communication skills
4. Recognize and demonstrate appropriate professional behaviors
5. Distinguish, analyze, and classify leadership and management behaviors

COURSE ONLINE RESOURCES

CANVAS system (http://elearning.ufl.edu/) all documents, assignments, discussions, grades, etc. will be posted by instructor and student on this system.

COURSE AND UNIVERSITY POLICIES

Attendance, Make-Up Exams and Assignments

Requirements for class attendance and make-up exams, assignments, and other work in this course is consistent with university policies that can be found at:
http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#attendance

Accommodations for Students with Disabilities
Students requesting accommodation for disabilities must first register with the Disability Resource Center
(DRC) - https://www.dso.ufl.edu/drc/. The DRC will provide documentation to the student who must then
provide this documentation to the instructor when requesting accommodations. Students should contact the
DRC and complete this process as early as possible in the term for which they are seeking accommodations.

UF Student Honor Code
UF students are bound by the Honor Pledge which states, "We, the members of the UF community, pledge to
hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On
all work submitted for credit by students at UF, the following pledge is either required or implied, "On my
honor, I have neither given nor received unauthorized aid in doing this assignment."

The Honor Code (http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/) specifies a number of
behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obliged to report
any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or
concerns, please consult with the instructor in this class.

Online Course Evaluation Process
Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria.
These evaluations are conducted online at https://evaluations.ufl.edu. Evaluations are typically open during
the last two or three weeks of the semester, but students will be given specific times when they are open.
Summary results of these assessments are available to students at https://evaluations.ufl.edu/results/.

Student Assistance and Emergencies
University support services are available to students who are experiencing significant distress and/or personal
emergencies. As appropriate please contact:
- Counseling and Wellness Center (CWC): http://www.counseling.ufl.edu/cwc/ or (352) 392-1575
- University Police Department: (352) 392-1111 or 9-1-1 for emergencies.
- U Matter, We Care: If you or a friend is in distress, visit http://www.umatter.ufl.edu/ or please contact
  umatter@ufl.edu or (352) 392-1575 so that a team member can reach out to the student.
- Sexual Assault Recovery Services (SARS): Student Health Care Center, (352) 392-1161.

Academic Resources
- E-learning Technical Support: call (352) 392-4357 (select option 2), e-mail Learning-support@ufl.edu,
  or visit https://lss.at.ufl.edu/help.shtml
- Career Connections Center: Reitz Union, call (352) 392-1601 or visit http://www.career.ufl.edu for
  career assistance and counseling.
- Library Support: visit http://cms.uflib.ufl.edu/ask for various ways to receive assistance with respect to
  using the libraries or finding resources.
  - LibGuides are websites to help you find information about a specific area of study or even a
    specific class. These guides include suggested books in the library catalog and suggested
    journals in library database:
    - SPHE: http://guides.uflib.ufl.edu/studentpersonnel
    - Higher Education Admin: http://guides.uflib.ufl.edu/higheredadmin

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- Teaching Center: Broward Hall, call (352) 392-2010 or (352) 392-6420 or visit http://teachingcenter.ufl.edu/ for general study skills and tutoring.
- Writing Studio: 302 Tigert Hall, call (352) 846-1138 or visit http://writing.ufl.edu/writing-studio/ for help brainstorming, formatting, and writing papers.

Student Complaint Process

The University of Florida believes strongly in the ability of students to express concerns regarding their experiences at the University. The University encourages its students who wish to file a written complaint to submit that complaint directly to the department that manages that policy.

- Information for residential courses can be found at https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf.
- Information for online courses can be found at http://distance.ufl.edu/student-complaint-process/

Graduate School Grading Policy:

(http://gradcatalog.ufl.edu/content.php?catoid=12&navoid=2750#grades)

Graduate Student Catalog Passing, Non-Punitive and Failing Grades: The Office of the University Registrar records student grades. The word "credit" refers to one semester hour, generally representing one hour per week of lecture or two or more hours per week of laboratory work. The only passing grades for graduate students are A, A-, B+, B, B-, C+, C, and S. Grades of B-, C+ or C count toward a graduate degree if an equal number of credits in courses numbered 5000 or higher have been earned with grades of B+, A- and A, respectively. Grade points are not given for S and U grades; S and U grades are not used to calculate grade point averages. All letter-graded courses eligible to count toward the graduate degree, except 1000- and 2000-level courses, are used to calculate the cumulative grade-point average. Letter grades of C-, D+, D, D- or E are not considered passing at the graduate level, although the grade points associated with these letter grades are included in grade point average calculations, i.e. **grades below C do not fulfill degree requirements.**

COURSE EXPECTATIONS

Classroom Civility

Graduate level participation necessitates informed, empathetic, and considerate interactions and responses to all views and opinions during all interactions with instructors and peer students.

Classroom Engagement

Your contribution to class discussions is essential to your learning and growth. In considering your level of class engagement, your participation should include all of the following: 1) the ability to join a theoretical conversation by incorporating all assigned reading (and/or resources by peers), 2) active learning through dialogic inquiry characterized by empathetic and considerate listening to peer views and the ability to express your own, and 3) the display of growth in critical thinking by thoughtfully contributing to the dialogue and activities from initiation to the conclusion of each discussion module, assignment, or deliverable.

Please consider the following questions as you read the course materials each week in order to be prepared for class discussion:

1. How do the readings, assessments, and online activities relate to your current internship?
2. How do the readings relate to your future employment and the ways in which you interact with

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members of an organization?
3. What elements of the organization and administration do the reading help you understand?
4. Were there any challenging parts of the reading that left you wondering about additional issues in the professional practice of mechanical or aerospace engineering?

Reading Assignments
Please complete reading assignments designated in the syllabus, tentative schedule, or otherwise assigned by the instructor prior to the class online meeting. Your responsibility to your peers is to be prepared to engage in large and small-group discussions.

GatorLink E-mail
Students are required to have and use their GatorLink account (@ufl.edu) for all UF related e-mail functions. Official university communications are sent to students at this email address. You are responsible for staying informed and current with all correspondence sent over the listserv.

Canvas Website
Students are required to use the canvas website. Additional course readings, information about assignments, and course-related announcements will be posted on this website.

COURSE ASSIGNMENTS
Discussion Modules/Class Participation
1. Each student will contribute at the beginning of the discussion by posting an initial response to the assigned reading and discussion question(s) provided. **500 word minimum post is required**.

2. Respond to a minimum of 2 peer posts. Once you have completed your initial post, you will be able to view your peers. You can/should:
   - Build upon it, disagree with it, rethink it, formulate an insightful question or two about it.
   - Expand your own response or write about an aspect of the assigned reading or other literature you don't quite understand.
   - Provide additional literature, resources, journal articles, websites, or other to illustrate and articulate your post/response or to add to class consumption and delve further into a topic.
   - **A 250 word minimum post for each peer response**.

3. After you have completed the initial post and replied to peer posts, you will continue the conversation via thoughtful and insightful reflection and analysis, additional reading completed on your own, real examples/scenarios experienced in your current institution, or other dialog which adds to the body of knowledge, inquiry, and/or discussion for the entire class.

To meet minimum acceptable engagement at the graduate level, each post should be a reflective, insightful, illustrated, and referenced/cited response. Note that the instructor participates as monitor and may remain in the background of the discussion thread. This is to allow you to have a robust conversation as a practioner-scholar. Instructor comments to individual posts and/or evaluative comments on participation are posted to the individual participant in the grading component for each discussion module. Additional details will be provided in the canvas assignment.

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Remember: It is my intent that everyone feels comfortable to share and explore ideas. In the course of class discussions, I welcome disagreements in the spirit of critical thinking and challenging ideas, but please remember to be respectful of other points of view, whether you agree with them or not.

Presentations
Each student will complete 2 PPT submissions. The first PPT project will involve learning higher level presentation skills with self-selected content. The second PPT project is an application of skills learned to a presentation of your role at your current internship, excluding organizational proprietary information. Additional details will be provided in the canvas assignment.

LinkedIn
Each student will create/revise a personal, professional LinkedIn account. Additional details will be provided in the canvas assignment.

Employee Relations and Assessment
Each student will submit 2 end of term evlautions: 1) student evaluation of the site, and 2) internship supervisor evaluation of intern. Additional details will be provided in the canvas assignment.

Tentative Course Schedule and Grading

	TOPIC	PTS
1	**Mission and Vision Statements**	10
2	**Management and Leadership**	10
3	**Emotional Intelligence/Personality Types in the Workplace**	10
4	**Sources of Power**	10
5	**Motivating and Leading Teams**	10
6	**Effective Presentations I (deliverable)**	10
7	**Effective Presentations II (deliverable)**	10
8	**Professional Branding and LinkedIn (deliverable)**	10
9	**Employee Relations and Assessment (deliverable)**	20
	TOTAL	100

GRADING	
A	**92-100**
A-	**86-92**
B	**80-86**
B-	**72-80**
C	**66-72**
C-	**60-66**

More information on UF grading policy may be found at:
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