EML6934 INDUSTRY PRACTICUM
Spring 2022
Meets online via Canvas course web site

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/](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/scrr/process/student-conduct-honor-code/](http://www.dso.ufl.edu/scrr/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](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/](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/](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](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](https://lss.at.ufl.edu/help.shtml)
- Career Connections Center: Reitz Union, call (352) 392-1601 or visit [http://www.career.ufl.edu](http://www.career.ufl.edu) for career assistance and counseling.
- Library Support: visit [http://cms.uflib.ufl.edu/ask](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](http://guides.uflib.ufl.edu/studentpersonnel)
    - Higher Education Admin: [http://guides.uflib.ufl.edu/higheredadmin](http://guides.uflib.ufl.edu/higheredadmin)

This syllabus and weekly course schedule is subject to change at the discretion of the instructor.
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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 evaluations: 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

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<tr>
<td>1 Mission and Vision Statements</td>
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<td>2 Management and Leadership</td>
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<td>3 Emotional Intelligence/Personality Types in the Workplace</td>
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<td>4 Sources of Power</td>
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<td>5 Motivating and Leading Teams</td>
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<td>6 Effective Presentations I (deliverable)</td>
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<td>7 Effective Presentations II (deliverable)</td>
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<td>8 Professional Branding and LinkedIn (deliverable)</td>
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<td>9 Employee Relations and Assessment (deliverable)</td>
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More information on UF grading policy may be found at:
http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#grades