

MLAMAR UNIVERSITY – COLLEGE OF ENGINEERING
INEN 2361, 2370,3361,3370,4360 – CAREER DEVELOPMENT I, II, III, IV, V
Fall 2017

Instructor: Dr. Peyton Richmond
Email Questions: **COOP.Engineering@lamar.edu** with a copy to
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All assignments must be submitted through Blackboard
(with the exception of the employer and student evaluations)

The **mission of the College of Engineering** is to provide an environment and infrastructure to support the educational objectives of its programs. The College establishes an interface to the University and entities external to the University to provide and prepare engineering students to be leaders and problem-solvers. The College supports a foundation of strong theoretical emphasis, the development of practical engineering skills, experience in interpersonal communication and teamwork, and an emphasis on ethics, professional conduct and critical thinking.

- I. **Catalog Description:** The College of Engineering offers a paid Co-Op/Internship program where students gain practical engineering experience by working full time for an employer who assigns a comprehensive treatment of career-related special assignments and projects.

- II. **Course Learning Outcomes:**
 - Learn how to apply classroom and theoretical knowledge towards the solution of real world engineering problems
 - Learn how to work effectively as an individual and on teams
 - Learn what types of projects are performed by various engineering disciplines to gain a better understanding of student's career opportunities
 - Learn how to improve communication skills: oral, written and formal presentations
 - Learn how to work with all types of people in a real-world environment
 - Learn how to better manage your time

- III. **Course Materials:** The student does not attend classes for this course. Instead, he/she works full time for an employer who provides all the necessary equipment and materials.

- IV. **Teaching Methods:** The student is taught by his supervisor, mentor or other employees. In addition, much of what a student learns is through his own efforts and initiative. The goal is for the student to learn to apply what was learned in other courses.

- V. **Required Assignments and Due Dates:**
 - **Assignment 1.** Employment Verification Packet (including Pre-Screening Form, Learning Agreement and Student Waiver of Liability) must be submitted to the Engineering Co-Op office (via blackboard ONLY) by **Tuesday, September 12, 2017**

 - **Assignment 2.** The Student Evaluation Form, Employer Evaluation Form (via blackboard and/or online survey), Written Report & Power Point Presentation (if required by your company) must be submitted to the Engineering Co-Op office (via blackboard ONLY) by **Thursday, November 30, 2017**

WRITTEN REPORT CRITERIA

DUE: Thursday, November 30, 2017

Submit via blackboard a detailed final report including the information below.

1. An introduction with a clear statement describing the objective of your work assignment, why the work is important to your employer, and how the remainder of the report will explain what you accomplished on your work assignment and how the courses you have completed at Lamar University prepared you for this assignment.
2. The next section of your report should detail your activities and the results you achieved. This section should include all your job responsibilities.
3. The final section should include conclusions and recommendations regarding your project and a description of what additional work might need to be done.

VI. Grading:

- Employment Verification Packet worth 20% (200 points)
- The Student Evaluation Form is worth 20% (200 points)
- The Employer Evaluation Form is worth 10% (100 points)
- The Written Report/Power Point Presentation is worth 50% (500 points)

Academic Continuation Policy:

In the event of a campus closure due to hurricane or other disaster courses will continue after a four-day lapse to allow time for evacuation. This course will be conducted via email. Students must begin checking their Lamar email address for where instructions and course materials and required student work will be sent and received by the instructor.

Important Dates:

First day of class: Monday, August 28, 2017

Last Day to drop with refund: Wednesday, September 13, 2017

Assignment 1 due: **Tuesday, September 12, 2017**

Last day to drop without academic penalty: Friday, September 29, 2017

Last day to drop: Friday, November 3, 2017

Assignment 2 due: **Thursday, November 30, 2017**

Emergency Procedures:

Many types of emergencies can occur on campus; instructions for severe weather or violence/active shooter, fire, or chemical release can be found at:

<http://www.lamar.edu/about-lu/administration/risk-management/index.html>.

Following are procedures for the first two:

Severe Weather:

- Follow the directions of the instructor or emergency personnel.
- Seek shelter in an interior room or hallway on the lowest floor, putting as many walls as possible between you and the outside.
- If you are in a multi-story building, and you cannot get to the lowest floor, pick a hallway in the center of the building.
- Stay in the center of the room, away from exterior walls, windows, and doors.

Violence/Active Shooter (CADD):

- **CALL** - 8-3-1-1 from a campus phone (880-8311 from a cell phone). Note: Calling 9-1-1 from either a campus phone or cell phone will contact Beaumont City Police Dispatch rather than University Police.
- **AVOID**- If possible, self-evacuate to a safe area outside the building. Follow directions of police officers.
- **DENY**- Barricade the door with desks, chairs, bookcases or any other items. Move to a place inside the room where you are not visible. Turn off the lights and remain quiet. Remain there until told by police it is safe.
- **DEFEND**- Use chairs, desks, cell phones or whatever is immediately available to distract and/or defend yourself and others from attack.

AMERICANS WITH DISABILITIES ACT (ADA):

Lamar University is on record as being committed to both the spirit and letter of the ADA to make reasonable adjustments in the classroom necessary to eliminate discrimination on the basis of disability. Students should meet with the Instructor during the first week of class to discuss their special needs and advise the instructor of any special needs, abilities or limitations and to discuss the instructor's expectations in class participation, performance and work standards. Any disclosure by the students of their need for accommodations is recognized to be extremely sensitive and all conversations and other communications will be kept protected and confidential and disclosed on a need-to-know basis only. Students are responsible for contacting and consulting with the University's Office for Students with Disabilities prior to contacting the instructor about any disabilities. The student should provide the instructor with some form of written documentation of the disability from an acceptable, external sources (such as a doctor, psychiatrist, etc.) and from the Office for Students with Disabilities.

ACADEMIC DISHONESTY:

All students are expected to pursue their scholastic careers with honesty and integrity. It is the philosophy of this Department, this instructor, and Lamar University that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University. "Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission of credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, or any act designed to give unfair advantage to a student or the attempt to commit such acts."