

**San José State University**  
**Mechanical Engineering/College of Engineering**  
**ME100, Mechanical Engineering Career Development, Sec 80, Spr, 2020**

**Course and Contact Information**

<b>Instructor:</b>	Debra Caires
<b>Office Location:</b>	
<b>Telephone:</b>	I do not have a designated desktop phone number. Please send your message via Canvas, as I use the mobile application on my cell phone and my response is usually within the hour. During lecture I will also give you alternate ways to contact me directly.
<b>Email:</b>	<a href="mailto:debra.caires@sjsu.edu">Debra Caires</a> can be emailed at <a href="mailto:debra.caires@sjsu.edu">debra.caires@sjsu.edu</a>
<b>Office Hours:</b>	Tuesday by appointment before and after class, online via ZOOM. M-F by appointment.
<b>Class Days/Time:</b>	Tuesday, 1630--1720
<b>Classroom:</b>	Online Zoom
<b>Prerequisites:</b>	Engl 1b or 2nd semester composition class; declared Mechanical Engineering major

**Course Format**

This course adopts an online and flipped (hands-on) classroom delivery format. Please make sure the Zoom plug-in is installed and you access your Zoom account via oneSJSU; we will be completing many group hands-on activities. Canvas slots will be time and date sensitive (deadlines set), so you will need to attend lecture online sessions, and hands-on activities on a regular basis in order to succeed in this course. We also contribute to quite a few online discussions. If you miss an online discussion or you submit the required writing late, you will neglect to earn the full discussion points.

**Course Description**

Further intellectual, personal, and professional growth in Mechanical Engineering, directed discussions and activities and focused on building a professional presence and advanced communication strategies for a professional career starting with the internship and ending with employment post-graduation.

## Course Learning Outcomes (CLOs) and Student Learning Outcomes (SLOs) Combined

### Learning Objectives

Learning objectives may fall under a number of categories. LOs may be academic, competency-oriented, skill-oriented, career-exploratory, self-assessing, or workplace oriented in nature. Upon completion of this course students will be able to demonstrate the following student learning outcomes (SLOs) based on the course learning outcomes (CLOs) listed below.

### *Course and Student Learning Outcomes*

- CLO 1: Participants will learn personal and professional assessment techniques.
  - SLO 1.1: Participants will demonstrate their ability to prepare and write persuasive résumés and application (cover) letters, and all business correspondence.
  - SLO 1.2: Participants will demonstrate the five critical components of effective application (cover) letters, summaries (LinkedIn), and professional scripts (professional pitches), and how to apply these to their professional documents.
- CLO 2: Participants will learn pre-scripting techniques (dependent on pre-writing strategies).
  - SLO 2.1: Participants will prepare and demonstrate their ability to ace the phone, in-person, and panel interview.
  - SLO 2.2: Participants will secure an interview and apply interviewing tips (drafting a plan).
- CLO 3: Participants will learn how to translate and communicate what they have accomplished during their course of study at SJSU into a meaningful and persuasive professional portfolio.
  - SLO 3.1: Participants will demonstrate their accomplishments on LinkedIn using common résumé and application (cover) letter language.
  - SLO 3.2: Participants will write documents that reflect professional energy and a call to action.
  - SLO 3.2: Participants will demonstrate an effective follow-up post interview plan that includes a three-point persuasive thank-you letter.
- SLO 3.3: Participants will create a professional compelling portfolio (digital) with artifacts (examples) of their ongoing and past work.

### Textbook and Additional Readings

Additional readings will be read and discussed in class; these documents are posted on Canvas. ***No textbook is required for this course.***

### Course Requirements and Assignments

SJSU classes are designed such that in order to be successful, it is expected that students will spend a minimum of forty-five hours for each unit of credit (normally three hours per unit per week), including preparing for class, participating in course activities, completing assignments, and so on. More details about student workload can be found in [University Policy S12-3](http://www.sjsu.edu/senate/docs/S12-3.pdf) at <http://www.sjsu.edu/senate/docs/S12-3.pdf>.

All students have the right, within a reasonable time, to know their academic scores, to review their grade-dependent work, and to be provided with explanations for the determination of their course grades.” See [University Policy F13-1](http://www.sjsu.edu/senate/docs/F13-1.pdf) at <http://www.sjsu.edu/senate/docs/F13-1.pdf> for more details.

Because you may be working with technologies that are unfamiliar to you, this course will require your patience and time to deal with technology. Here are the technologies you should have ready access to for the course:

1. An Email account that lets you attach and receive files - this means that you need to have enough of your storage quota left to handle files for class; I suggest setting up a Google Drive folder labeled [2020 Spring ME100] so that you can remain organized during the semester. Please activate your SJSU email account and check it frequently, as you can only access my Google forms (often uploaded to Canvas) using your @sjsu.edu email account (FERPA compliant).
2. Internet Access - you will need a reliable way to browse the Web and store Web-enabled files. You will also need an understanding of working online in a cloud-based platform (Google Drive, Canvas, Dropbox, Zoom, and possibly Slack, which is an industry standard).
3. Google Chrome, Google Apps, and Google Drive: sign-up for and download plug-ins for all; please make sure your Google Chrome is the latest version. Here is the [G Suite user guide to accessibility](#) and the link is <https://support.google.com/a/answer/1631886?hl=en>.
4. You will need to develop your Canvas account with an **updated profile paragraph and profile photo**; I will need to see a photo of you in your **Google mail (sjsu.edu email or gmail)** so that I know the identity of the sender and receiver (my goal is to get to know you personally). Additionally, you will need a clear headshot photo for Canvas or your assignments will **NOT** be graded. Please upload the Canvas App to your cell phone, as it is a fast and secure format for you and I to communicate and exchange needed information if you have concerns or questions. **Warning:** do not use the Canvas Mobile app for uploaded assignments if you can help it, as students have had problems in the past.
5. During the course of the semester you will also develop a professional profile on LinkedIn and post your past and current work for employers to view.
6. Zoom: you will need to activate your SJSU Zoom account (you may need to download a plug-in if you have not used Zoom in the past please visit our Zoom enterprise application by visiting this page [here](#) or visiting this link: <https://sjsu.zoom.us/>. Create your account, download the Chrome plug-in, and also download either “Install Zoom Scheduler for Chrome or Firefox.”
7. You will need to download **Adobe’s Creative Cloud** software, including Adobe’s Spark, from [SJSU's Adobe Software Program](#) which can also be found at <http://its.sjsu.edu/services/software/adobe/>; I have submitted your name and SJSU student ID number, and have been informed that you have access. If you DO NOT, please alert me immediately. When you fill out the form for access you will need to also attach a copy of THIS syllabus for proof that you’re enrolled and Adobe’s Creative Cloud is a requirement.
8. You will need to learn professional time management skills; therefore, create a Google calendar that you can follow and check often.

You are getting ready to launch your career, so attendance and participation in this course are very important. In this course, much like a lab, you will complete most of the work in collaboration with your peers and in the time provided for class meetings; it can be difficult or impossible to make-up missed work. When working in collaboration with your classmates, a lack of participation will lead to animosity among your peers and, often, a poor end result for the activity and entire team. Additionally, you will find that this course is mainly a “collaborative” class and not strictly lecture in format. Be prepared to jump-in and work (discuss topics and conduct online research) as many tasks will be required for individual submission and uploaded softcopy directly to Canvas during our class meeting time. And, by all means, always feel free to ask questions. PLEASE ASK QUESTIONS! If you have any difficulties with a flipped classroom format, please see me PRIVATELY as soon as possible. You and I together can always find workarounds.

## Other technology requirements / equipment / material

If you do not own a laptop, you can check one out on a weekly basis from the Martin Luther King Library.

Instructor Assignment and Contact Expectations		
Type of Assignment (Canvas)	Student Time Allowance	Instructor Grading and Turn-around time
In Class Activities and Writing Prompts (pre-writing)	15-20 minutes	Immediate (in class)
Homework (post-writing)	7 days	24 hours once deadline closes
<b>Final Portfolio (see below)</b>	Building over the course of the semester; submitted online during the last week of classes (May 19, 2020, 11:59 p.m. via Canvas online)	Immediate one-on-one personal critique and grading; 7 days final online assessment once deadline closes

**Professional Portfolio: we will work on the portfolio the majority of the semester. The following items constituted your final Professional Portfolio (the portfolio must be submitted to Canvas by the final date and include all of the following):**

1. Professional Résumé: this will be based on a smaller portion of your fully developed LinkedIn profile
2. Professional Cover Letter written to the company you select for employment (this letter cannot be written to a fictitious corporation or individual);
3. 60-second pitch video (Video Résumé) using Adobe's Spark Video
4. 2-minute ME Project or Senior Project Pitch (employer ready) using Adobe's Spark Video—this pitch contains a Mechanical Engineering project you've either completed or are in the process of completing.
5. ALL Mechanical Engineering drawings, sketches, prototypes, etc. in photo-ready format for posting on your portfolio.
6. Website URL (Adobe Spark Page—employer ready) showcasing numbers 1, 3, 4, and 5 above

## Lecture Schedule for ME100-80, Spring, 2020

Additional reading will include handouts and use case studies; these documents will be posted on our Canvas platform.

Semester Week	Activity	Dates	Lecture/Hybrid and Discussion Topics
1	INTRO	Week of Aug 19	Syllabus email to you before first meeting
2	ONLINE Lecture and Workshop	Jan 28	Leveraging your knowledge, skills, and abilities (KSAs); knowing what skills are transferable, scalable, and sustainable. Building a professional presence online.
3	ONLINE Lecture and Workshop	Feb 4	Leveraging your knowledge, skills, and abilities (KSAs); knowing what skills are transferable, scalable, and sustainable. Building a professional presence online.  Body language and communication; what your words and actions in an interview situation really say about you.
4	ONLINE Lecture and Workshop	Feb 11	Do you know how to negotiate? How do you self assess for promotions and raises? The STAR method (Situation, Tasks, Actions, and Results).
5	ONLINE Lecture and Workshop	Feb 18	Four Ways to Write a Killer Personal Summary: Building Your Presence on LinkedIn and Selling the Business of YOU
6	ONLINE Lecture and Workshop	Feb 25	Using the STAR method—determine your KSAs based on what you’ve learned in your program of study; can you transfer these to an internship and your future career? Build Your Brand: Creating an Educational and Professional Portfolio using LinkedIn
7	ONLINE Lecture and Workshop	Mar 3	Building your LinkedIn profile, expanding your network, and building your brand. Learning a networking strategy that works for you.
8	ONLINE Lecture and Workshop	Mar 10	Develop Your Digital Résumé: Building Your Script and Telling Your Story in Adobe’s Spark
9	ONLINE Lecture and Workshop	Mar 17	The Art of the 60-Second In-Person Commercial: Once known as the 60-second Elevator Pitch
10	ONLINE Lecture and Workshop	Mar 24	Do you understand the hiring, firing, and layoff processes? What is a 1099? What does it mean to be an “at will” employee/contractor? Do you know how to read a contract?
11	Spring Break	Mar 31	Spring Break--No Class
12	ONLINE Lecture and Workshop	Apr 7	Negotiating contracts and offer letters; how to negotiate and when to negotiate. Understanding employment law.
13	Veterans’ Day	Apr 14	Contributing and building your team; how to determine your contribution ratio; Strategic Leadership: Identify Your Working Style (and Learning Style); how to build working relationships with your team.
14	ONLINE Lecture and Workshop	Apr 21	Teamwork and High Performance Teams: Identify Your Complementary Skills for Working Within a Team; learning to write a self-evaluation that gets you promoted.
15	ONLINE Lecture and Workshop	Apr 28	Negotiating and Closing the Deal Part One (building your career)
16	Lecture and Workshop	May 5	Negotiating and Closing the Deal Part Two (landing the position)

17	Final Portfolio Critiques and Final Exam (Portfolio Submission)	May 19th, before 11:59 p.m.	Submit final self assessment and portfolio; final portfolio due during the last day of finals on May 19th, before 11:59 p.m. on Canvas
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**STEM Undergraduate Job/Internship Fair - Day 1, February 18, 2020;  
STEM Undergraduate Job/Internship Fair - Day 2, February 19, 2020  
Student Union Ballroom: Make sure you pre-register via your Handshake account!  
Taking ME100-80 allows you to earn an early-bird pass to the internship fair.**

*Assignment due dates subject to change based on class needs and instructor's discretion*

Assignments	Weighted Units	Due Dates	SLOs Covered
Résumé and all supporting documents	10%	<b>First Draft: February 12, 2020 @11:59 p.m. (Before STEM Career Fair, Feb 18 and Feb19)</b>	<b>SLOs 1, 2, 3, 4, 5, and 6</b>
In-class/lecture/Zoom writing prompts	40%	<b>Due throughout the semester</b>	<b>SLOs 1, 2, and 3</b>
<b>Final Portfolio and LinkedIn</b>	<b>50%</b>	<b>May 19, 2020</b>	<b>SLOs 1, 2, and 3</b>
	100%		

The last day to drop a course is February 4, 2020, and the last day to add a course February 11, 2020.

**SJSU COURSE GRADE DISTRIBUTION:**

**ME 100-80**

CR/NC

**Course Assignment Grades are as follows:**

- 4.00 or an A
- 3.70 or an A-
- 3.30 or a B+
- 3.00 or a B
- 2.70 or a B-
- 2.30 or a C+
- 2.00 or a C
- 1.70 or a C-
- 1.30 or a D+
- 1.00 or a D
- 0.70 or a D-
- 1.0 or an F equals missing or unacceptable work

**All assignments are graded using a standardized rubric**

Assignments must receive a 'C' or better for CR in this course. I will ask that you revise 'C-' or BELOW documents until you receive, minimally, a 'C'. You have the choice of whether or not to revise. If you do not revise, you will receive the NC grade you have earned and agreed on keeping.

## Grading Information

All students have the right, within a reasonable time, to know their academic scores, to review their grade-dependent work, and to be provided with explanations for the determination of their course grades.” See [University Policy F13-1](http://www.sjsu.edu/senate/docs/F13-1.pdf) at <http://www.sjsu.edu/senate/docs/F13-1.pdf> for more details.

Due to FERPA regulations, **I do not discuss grades via email or online.**

NOTE that [University policy F69-24](http://www.sjsu.edu/senate/docs/F69-24.pdf) at <http://www.sjsu.edu/senate/docs/F69-24.pdf> states that, “Students should attend all meetings of their classes, not only because they are responsible for material discussed therein, but because active participation is frequently essential to insure maximum benefit for all members of the class. Attendance per se shall not be used as a criterion for grading.”

## Late Assignment Reminder

Deadlines are to be met. Barring personal crisis, family emergency, or severe illness (please let me know ahead of time), all late papers will be subject to a 10% grade off per working day late. Except for abrupt emergencies, no requests for extensions will be heard within 24 hours before the due date (that includes for reasons of computer malfunctioning, minor illnesses, or springing "behind"). Finally, please refer to the revision policy (below) in considering whether or not you should turn in an "unfinished" formal writing assignment or submit a professional memo (covered in lecture), requesting an extension.

## Revision Policy

DO NOT misplace your original graded document, as you cannot increase the grade (for submission) without it. All revision assignments must also have the original graded rubric included.

## Course Policies

Because you may be working with technologies that are unfamiliar to you, this course will require your patience and time to deal with technology. Here are the technologies you should have ready access to for the course:

An Email account that lets you attach and receive files - this means that you need to have enough of your storage quota left to handle files for class. Please provide your instructor with both your SJSU student email account and your preferred email account (if different from your SJSU student email account).

Internet Access - you'll need a reliable way to browse the Internet and store web-enabled files. You will also collaborate in the Cloud so please have either a Dropbox or Google Drive account.

Google Chrome, Google Apps, and Google Drive: sign-up for and download both

You will need Microsoft Office (we use Readability and Usability statistics embedded in the program) or similar office software, especially Word and PowerPoint. If you work from home, you should be prepared to transfer files across platforms and versions of software, if necessary. You can download many Microsoft applications for free on San Jose State University's ITS page.

In addition to having access to these technologies, you'll also need a positive attitude towards learning technologies with which you may be unfamiliar. In most cases, you will not need to be extremely experienced in the specific program or procedure you will be asked to use. Rather, you have to be patient and curious enough to keep trying until you learn the best way to work.

## Classroom Protocol

Attendance and participation in this class are very important. In this class, much like a lab, you will do much of the work in collaboration with your peers and in the time provided for class meetings; it can be difficult or impossible to make-up missed work. When working in collaboration with your classmates, a lack of participation will lead to animosity among your peers and, often, a poor end result for the entire team. We will hold all of our meetings using Zoom online. Please make sure you know how to use your student account.

## Consent for Recording of Class and Public Sharing of Instructor Material

[University Policy S12-7](http://www.sjsu.edu/senate/docs/S12-7.pdf), <http://www.sjsu.edu/senate/docs/S12-7.pdf>, requires students to obtain instructor's permission to record the course and any guests that may attend:

- Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor's permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material.
- Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent.
- **WARNING:** In ME100, I require that you obtain written permission beforehand in order to make audio or video recordings.

## University Policies

University Policies, such as academic integrity, accommodations, etc. are available at the web page of the Office of Graduate and Undergraduate Programs: <http://www.sjsu.edu/gup/syllabusinfo/>