



Faculty of Engineering

COURSE OUTLINE

ELEC 591 – Professional Practice

(Master of Engineering in Telecommunications and Information Security Program)

Term – SPRING 2017

Thursdays 4:00 – 4:50PM

Location: ECS 130

Instructor

Leo Spalteholz

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Office Hours

Days: Fridays

Time: 12:00 pm – 2:00 pm

Location: ECS 228

Course Objectives

In this course, students will learn how to:

- Understand the importance of rigorous job searching and labour market information in strategizing for career success.
- Strategize for future career success by learning how to present competencies through cover letters, resumes, interviews, and professional communication.
- Gain an awareness of leadership and different management styles.
- Learn ethics, health and safety in engineering profession, cultural intelligence models, cultural sensitivity, and cultural diversity in order to professionally apply them in a variety of working environments.

Learning Outcomes

By this course, students are expected to be able to:

- Understand Canadian labour market information to enhance an awareness of job opportunities and market trends.
- Apply strong job searching skills, develop tailored resumes, cover letters, and sharpen interview skills.
- Communicate effectively with peers, engineering community, and the general public.
- Apply leadership and management skills to be an effective member in a working team.
- Understand health and safety standards, guidelines, and procedures in the engineering profession.
- Develop an awareness of the role and responsibilities of Professional Engineers in society with respect to the ethics, cultural intelligence and the diversified workplace.

Class Topics Covered (subject to change)

Class #	Topic
1	Course overview, Labour Market and Job Search Strategies
2	Effective Cover Letters & Resumes
3	Impactful Interviews
4	Professional Communication - Oral and Written
5	Engineering Professional Career Planning
6	Leadership and Management styles
8	Professional Standards and Ethics
9	Health and Safety in Employment
10	Capstone Project Introduction
11	Professional Ethics and Diversity (Guest Speaker)
11	Cultural Intelligence, Sensitivity & Workplace Diversity
12	Cybersecurity (Guest Speaker)
13	Capstone Project Presentations

Required /Optional Readings Text

A number of academic papers, articles, books, and web resources will be read to inform your contribution to the weekly discussions on the topics in this course – these will be provided through CourseSpaces or in class.

Assessment:

Reflective Questions (Individual 5 × 3%)	15%
One-minute Talks (Individual 3 × 5%)	15%
Resume and Cover Letter	20%
Individual Presentation	25%
Final Technical Report	25%

Failure to complete all course requirements will result in a grade of N being awarded for the course.

The final grade obtained from the above marking scheme for the purpose of GPA calculation will be based on the percentage-to-grade point conversion table as listed in the current Graduate Calendar.

<http://web.uvic.ca/calendar2017-01/grad/academic-regulations/grading.html>

Note to students: Students who have issues with the conduct of the course should discuss them with the instructor first. If the discussions do not resolve the issue, then students should contact the Chair of the Department or the Chair's Secretary by email to set up an appointment.

For the University's policy on **Accommodation of Religious Observance, Discrimination and Harassment, and Inclusivity and Diversity** please see <http://web.uvic.ca/calendar2017-01/general/policies.html>

Standards of Professional Behaviour and Academic Integrity

You are advised to read the Faculty of Engineering's Standards for Professional Behaviour at <https://www.uvic.ca/engineering/assets/docs/professional-behaviour.pdf> which contains important information regarding conduct in courses, labs, and in the general use of facilities.

Cheating, plagiarism and other forms of academic fraud are taken very seriously by both the University and the Department. You should consult UVic's Policy on Academic Integrity which can be found here: <http://web.uvic.ca/calendar2016-09/undergrad/info/regulations/academic-integrity.html>

Equality

This course aims to provide equal opportunities and access for all students to enjoy the benefits and privileges of the class and its curriculum and to meet the syllabus requirements. Reasonable and appropriate accommodation will be made available to students with documented disabilities (physical, mental, learning) in order to give them the opportunity to successfully meet the essential requirements of the course. The accommodation will not alter academic standards or learning outcomes, although the student may be allowed to demonstrate knowledge and skills in a different way. It is not necessary for you to reveal your disability and/or confidential medical information to the course instructor. If you believe that you may require accommodation, the course instructor can provide you with information about confidential resources on campus that can assist you in arranging for appropriate accommodation. Alternatively, you may want to contact the Resource Centre for Students with a Disability located in the Campus Services Building.

The University of Victoria is committed to promoting, providing, and protecting a positive, and supportive and safe learning and working environment for all its members.

Course Lecture Notes

Unless otherwise noted, all course materials supplied to students in this course have been prepared by the instructor and are intended for use in this course only. These materials are NOT to be re-circulated digitally, whether by email or by uploading or copying to websites, or to others not enrolled in this course. Violation of this policy may in some cases constitute a breach of academic integrity as defined in the UVic Calendar.