

COURSE OUTLINE

ECE 591 – Professional Foundation

Term – SPRING 2020 (202001)

Instructor

Dr. Imen Bourguiba
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Office Hours

Days: Wednesdays
Time: 4:00 pm – 4:50 pm
Location: ECS 218

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.

Syllabus

Labour Market and Job Search Strategies, Effective Cover Letters & Resumes, Impactful Interviews, Professional Communication - Oral and Written, Engineering Professional Career Planning, The Co-op workterm process, Leadership and Management styles, Professional Standards and Ethics, Professional Ethics and Diversity, Cultural Intelligence & Workplace Diversity.

A-Section(s): A01 / CRN 20959

Days: Thursdays

Time: 16:00-16:50 pm

Location: ECS 124

Required/ Optional Reading 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 CourseSpace or in class.

Assessment:

Reflective Questions (Individual 3 × 5%)	15%	Due: Every 3 weeks
One-minute Talks (Individual 1 × 5%)	5%	TBA
Resume	15%	Due: January 23 rd , 2020
Cover Letter	15%	Due: January 30 th , 2020
Group Presentation (individual 10% + group 15%)	25%	Due: April 2 nd , 2020
Group Final Technical Report	25%	Due: April 2 nd , 2020

Note: Failure to complete all 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.

<https://web.uvic.ca/calendar2020-01/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 these discussions do not resolve the issue, then students should feel free to contact the Chair of the Department by email or the Chair's Secretary to set up an appointment.

Course Withdrawal Deadlines:

- January 19: Withdrawal with 100% reduction of tuition fees
- February 9: Withdrawal with 50% reduction of tuition fees
- February 29: Last day for withdrawal (no fees returned)

Accommodation of Religious Observance:

<https://web.uvic.ca/calendar2020-01/grad/registration/Registration.1.17.html#>

Policy on Inclusivity and Diversity:

<https://web.uvic.ca/calendar2020-01/general/policies.html>

Standards of Professional Behaviour:

You are advised to read the Faculty of Engineering document Standards for Professional Behaviour, which contains important information regarding conduct in courses, labs, and in the general use of facilities.

<http://www.uvic.ca/engineering/assets/docs/professional-behaviour.pdf>

Cheating, plagiarism and other forms of academic fraud are taken very seriously by both the University and the Department. You should consult the entry in the current Graduate Calendar for the UVic policy on academic integrity.

<https://web.uvic.ca/calendar2020-01/grad/academic-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 Centre for Accessible Learning located in the Campus Services Building. <https://www.uvic.ca/services/cal/>. 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.

Sexualized Violence Prevention and Response at Uvic:

UVic takes sexualized violence seriously, and has raised the bar for what is considered acceptable behaviour. We encourage students to learn more about how the university defines sexualized violence and its overall approach by visiting www.uvic.ca/svp. If you or someone you know has been impacted by sexualized violence and needs information, advice, and/or support, please contact the sexualized violence resource office in Equity and Human Rights (EQHR). Whether or not you have been directly impacted, if you want to take part in the important prevention work taking place on campus, you can also reach out:

Where: Sexualized violence resource office in EQHR; Sedgewick C119

Phone: 250.721.8021

Email: svpcoordinator@uvic.ca

Web: www.uvic.ca/svp

Office of the Ombudsperson:

The [Office of the Ombudsperson](https://uvicombudsperson.ca/) is an independent and impartial resource to assist with the fair resolution of student issues. A confidential consultation can help you understand your rights and responsibilities. The Ombudsperson can also clarify information, help navigate procedures, assist with problem-solving, facilitate communication, provide feedback on an appeal, investigate and make recommendations. Phone: 250-721-8357; Email: ombuddy@uvic.ca; Web: <https://uvicombudsperson.ca/>