

COURSE OUTLINE

ECE 592A (A01) – Professional Career Development

Term – FALL 2020 (202009)

Career Development Consultant

(Appointments/Career)

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Location: ECS-210 or by email to set up videoconferencing link

Instructor

Kin Fun Li, PEng

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Office Hours: by email Appointment

Location: EOW-409 or by email to set up videoconferencing link

Course Objectives

Students will learn how to:

- Apply career management to leverage their engineering education into career success upon graduation.
- Strategize for future career success by learning how to set realistic goals and plan/undertake the required professional development in order to attain those goals.
- Gain an awareness of the labour market conditions (both locally and internationally) in order to successfully contribute to the telecommunications/information security field.
- Apply the fundamentals of project management including risk management, time management.

Learning Outcomes

Students will be able to:

- Understand the importance of labour market awareness in strategizing for career success (domestic & international) in today's global market.
- Analyze sector, industry, and occupational information for the purpose of planning for future professional development.
- Strategize a successful transition from their academic achievements into an Engineer-In-Training (EIT) role and ultimately their Professional Engineer (PEng) career.
- Utilize their professional association (e.g., APEGBC in British Columbia) to build a professional network, a professional reputation, and plan ongoing professional development.
- Communicate professionally and effectively via verbal presentations and written technical reports.

Syllabus

Business Communications, Career Management, Conflict Resolution, Critical Thinking, Engineering Laws, Entrepreneurship, Ethics in Action, Lifelong Learning, Marketing and Sales, Professional Communications, Professional Development

A-Section(s): A01 / CRN 11041

Days: Wednesdays

Time: 14:30-15:20

Location: Zoom: <https://uvic.zoom.us/j/95122550280?pwd=V3Y5ekhYTcyc3VHRnpwN1crTXh1Zz09>

Required/Optional Readings/Text/References:

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 Brightspace or by email.

Online Course Delivery:

As this course will be conducted online during this term, students will need to complete assignments/labs online. The students will require access to a computer which has text processing software installed.

Assessment:

Reflective Questions (Individual 5 X 3%)	15%	Due: Bi-Weekly
One-minute Talks X 3 (Individual 3 X 5%)	15%	Date: Monthly
Group Presentation (Teams of two)	20%	Date: December 3, 2020
ePortfolio (Individual)	15%	Due: December 4, 2020
Final Group Technical Report (Teams of two)	35%	Due: December 4, 2020

Reflective Questions:

Reflecting on your experiences takes time, but from a learning perspective, it can help you think about where you've been and where you want to go. Reflection can help you assess situations, make better decisions, and gain a deeper understanding of the consequences of your actions. The **bi-weekly reflective questions** will ask you to reflect on the learning you have experienced and explain briefly how you will integrate this into your existing knowledge base. Questions will be posted on Brightspace and answers will be submitted online.

One-minute 'Elevator Pitch':

Each member of the class is to give 3 one-minute Talks; one per month.

Several members give talks at the beginning of the class per week; the same group per month.

Subject 1: Introduce yourself.

Subject 2: Your view on ethics and professionalism.

Subject 3: Your career plan.

Group Presentation:

Groups of two to give a 20-minute PowerPoint Team presentation on a topic related to recent cyber security (MTIS) or data science (MADS) issues in the news.

ePortfolio:

While a resume or CV articulates your knowledge and experience for a particular job, an ePortfolio presents examples of your work and achievements which can be housed on your website or on ePortfolio sites. With the move to online professional networking (LinkedIn) and the trend towards cloud-based networks, having an ePortfolio has become an important complementary piece of a successful career for engineers. This assignment requires that you choose a suitable platform and build an ePortfolio that will help promote your competencies to potential employers. Guidance will be provided, and samples and resources will be posted on Brightspace.

Final Technical Report:

A properly formatted report on a current technical topic of your choice related to cyber security (MTIS) or data science (MADS).

Important: All deadlines and schedules for this course will reference Pacific Daylight Time until November 1, 2020, and then Pacific Standard Time.

Note: 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.

<https://www.uvic.ca/calendar/archives/202009/grad/index.php#/policy/B13jeiMdE?bc=true&bcCurrent=07%20-%20Grading&bcGroup=Faculty%20Academic%20Regulations&bcltemType=policies>

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:

- September 22, 2020: Withdrawal with 100% reduction of tuition fees
- October 13, 2020: Withdrawal with 50% reduction of tuition fees
- October 31, 2020: Last day for withdrawal (no fees returned)

Accommodation of Religious Observance:

<https://www.uvic.ca/calendar/archives/202009/grad/index.php#/policy/SkmigiMOV?bc=true&bcCurrent=17%20-%20Accommodation%20of%20Religious%20Observance&bcltemType=policies>

Policy on Inclusivity and Diversity:

Engineering: <https://www.uvic.ca/engineering/about/equity/index.php>

Academic Calendar:

<https://www.uvic.ca/calendar/archives/202009/grad/index.php#/policy/HkQ0pzdAN?bc=true&bcCurrent=%20General%20University%20Policies&bcGroup=General%20University%20Policies&bcltemType=policies>

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>

Academic Integrity:

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://www.uvic.ca/calendar/archives/202009/grad/index.php#/policy/BJujesM_E?bc=true&bcCurrent=02%20-%20Policy%20on%20Academic%20Integrity&bcGroup=Faculty%20Academic%20Regulations&bcltemType=policies

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, Website: <https://uvicombudsperson.ca/>