Faculty of Engineering

COURSE OUTLINE

ELEC 591 – Professional Practice
Term – Spring 2018 (201801)
Thursdays 4:00 – 4:50PM
Location: ECS 130

Instructor
Dr. Kelly Stegman
Phone: 250-472-5818
E-mail: kstegman@uvic.ca

Office Hours
Days: Fridays
Time: 12:00 pm – 2:00 pm
Location: ECS 226

Course Objectives
In this course, students will learn how to:
• Understand the importance of rigorous job searching and labour market information in strategizing for co-op and career success.
• Strategize for future co-op and 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 the engineering profession, as well as cultural diversity, intelligence and sensitivity, 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.
• Understand the Co-op workterm process
Syllabus

Class Topics Covered (subject to change)

<table>
<thead>
<tr>
<th>Class #</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Course overview, Labour Market and Job Search Strategies</td>
</tr>
<tr>
<td>2 &amp; 3</td>
<td>Effective Cover Letters &amp; Resumes</td>
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<td>4</td>
<td>Impactful Interviews</td>
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<td>5</td>
<td>Professional Communication - Oral and Written</td>
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<tr>
<td>6 &amp; 7</td>
<td>The Co-op workterm process</td>
</tr>
<tr>
<td>8</td>
<td>Capstone Project Introduction</td>
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<tr>
<td>9</td>
<td>Professional Standards, Ethics, Health and Safety in Employment</td>
</tr>
<tr>
<td>10</td>
<td>Leadership and Management styles</td>
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<tr>
<td>11</td>
<td>Cultural Intelligence, Sensitivity &amp; Workplace Diversity (Guest Speaker)</td>
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<tr>
<td>12 &amp; 13</td>
<td>Capstone Project Presentations</td>
</tr>
</tbody>
</table>

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Required / Optional 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 × 5%) 25%  
Resume and Cover Letter 25%  
Capstone Presentation 25%  
Capstone Technical Report 25%

Reflective Questions: Reflecting on your experiences takes time, but from a learning perspective, it can help you think about where you’ve have 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 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 http://coursespaces.uvic.ca and answers will be submitted online.

Capstone Presentation: Groups and details to be announced during class

Capstone Technical Report: Groups and details to be announced during class

Note:

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/calendar2018-01/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 Assistant to set up an appointment.

Accommodation of Religious Observance:
https://web.uvic.ca/calendar2018-01/grad/registration/Registration.1.16.html

Policy on Inclusivity and Diversity:
https://web.uvic.ca/calendar2018-01/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/calendar2018-01/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 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.