Course Information

- Course Title: Take Flight – Launching Your Career

- Course Code: ASEN 2519 (Special Topics)

- Credit Hours: 1.0

- Term: Fall 2025

- Instructor: Chris Muldrow

Course Description
Provides students with tools and guidance to prepare for a successful career during and after their undergraduate experience. Topics include professionalism, ethics, career pathways, and career preparation (networking, applying, interviewing, classified jobs considerations, on-campus resources).

Course Learning Outcomes
By the end of this course, students will be able to:

1. Professionalism & Ethics: Learn the standards and principles that will guide your career.

2. Career Pathways: Explore various career options within the aerospace industry.

3. Career Preparation: Master the skills of networking, applying, and interviewing.

4. Classified Jobs Considerations: Understand the unique aspects of working in classified environments.

5. On-Campus Resources: Discover the resources available to support your career journey.

Required Texts & Materials

- Textbook: None

- Additional Readings: Selected articles from aerospace industry-relevant news sources

- Software/Tools: iClicker

- Supplies: No special supplies required

Course Schedule

Week	Date	Topic	Readings/Assignments
1	27 AUG 2025	Introductions Syllabus Review About Aerospace in CO About Smead AES	Syllabus Beginning of Course Survey
2	03 SEP 2025	How to succeed in AES/CEAS and your career (Professionalism, Communication, Academic Ethics)	
3	10 SEP 2025	Contemporary Issues in Aerospace	Online Discussion
4	17 SEP 2025	Getting a Job/Internship and related considerations	
5	24 SEP 2025	Resumes and Cover Letters	
6	01 OCT 2025	ProReady and other career resources at CU	
7	08 OCT 2025	Leadership and Teamwork	Career Portfolio
8	15 OCT 2025	Career Fair (no lecture)	Proof of Career Fair participation
9	22 OCT 2025	Careers in Industry	
10	29 OCT 2025	Careers in Academia	
11	05 NOV 2025	Careers in Public Service	
12	12 NOV 2025	Cleared Job Considerations	
13	19 NOV 2025	Engineering Ethics	
--	26 NOV 2025	FALL BREAK	
14	03 DEC 2025	The career info you need…and no one will tell you	
Finals Week	08 DEC 2025 (By 11:59pm MST)	Final Assignment	Course Reflection Paper

Assessment & Grading

- Attendance: 60%
    - Each absence greater than 3 will decrement course grade by 6%
- Assignments: 30% (3 each at 10%)
- Final Assignment – Course Reflection Paper: 10%
- Grading Scale:
    - A: 90-100%

- o   B: 80-89%

- o   C: 70-79%

- o   D: 60-69%

- o   F: Below 60%

Most of your grade in this course will be based on attendance, as measured by in-class CU Clickers. There are no remote-participation options for lecture attendance. Any absence from a given lecture must be communicated to me via email prior to the start of that lecture and acknowledged by me to be considered an excused absence. You may miss, via an excused absence, up to 3 lectures without impact to your attendance grade. Missing more than 3 lectures will impact your attendance grade (see details below). If you need to miss a lecture due to family/medical emergency or due to university sanctioned events, the lecture you miss MUST BE ONE OF THE THREE LECTURES you are allowed to miss without impact to your grade. I will be using the iClicker system to take Attendance (see below for details about iClicker).

Late Work: Late submissions will receive a penalty of 2% per day, unless prior arrangements are made.

Students must verify all scores and grades on Canvas within 1 week after they are posted; requests to change a score need to be made within this period.

Important Notes

- Attendance & Participation: Regular attendance and participation are expected. See above how absences will affect your grade.

- Email Contact: To ensure that your emails are read, please include 'ASEN 2519' in the subject line of any emails you send to me regarding this course.

- Please note in case of a medical/family emergency, you should contact the office of Student Support and Case Management here: https://www.colorado.edu/studentaffairs/sscm. They will help you coordinate across ALL your courses and can put you in touch with a number of campus resources.

- I reserve the right to make changes to the course schedule/topics and/or assignments (e.g., homework) based on events that require different dispositions. I will give sufficient advance notice through announcements in class and via Canvas.

- Please check the Canvas site regularly as important announcements are posted on this website.

iClicker

You are required to check into class using the iClicker student app on a smartphone, tablet, or laptop. It is your responsibility to set up an iClicker account and follow the steps below to properly register in this course. It is also your responsibility to regularly check your iClicker records for any discrepancies and bring them to my attention at end of the lecture (before I leave the room).

If you have trouble checking into class, please see me at the end of class.

You do not need to pay for access to iClicker to use it only for Attendance, so do not purchase a subscription or access code for this class. However, you may still need to purchase a subscription or access code if you are using the iClicker student app to respond to polling/quizzing questions in other classes.

To check into my iClicker Attendance sessions and ensure that your attendance record is accurate, you must follow the steps below:

1. Go to join.iclicker.com
    a. Enter the code to join this course:
    b. Alternately, use this link:

2. Sign in if you already have an iClicker account or create a new account.
    a. If you already have an account: DO NOT create a new one. You can only receive credit from one account.
    b. If you are creating a new account: Make sure you enter your name and email exactly as they appear in Canvas.

3. Check into this course during every class.
    a. In order to check in, you must have internet access on your device.
    b. When it's time for class, make sure you have selected my course from the main Courses screen of your iClicker account. When I start class, check in by selecting the Join button that appears on your screen.
    c. I have turned on a GPS location requirement for our class. If you are not physically in class when you try to check in with iClicker, you will not be counted as present.
        i. You will need to allow the device you are using to reveal your location to successfully check in.
        ii. If you have any issues with your device's location settings, refer to the Attendance Geolocation Troubleshooting Guide.

4. Keep track of your attendance in iClicker.
    a. After class, you can review your attendance record in iClicker, making it easy for you to manage your course attendance.

Need help with iClicker?

- If you are having issues connecting to the iClicker student app, check out these iClicker Connectivity Tips.
- If you are having trouble with iClicker establishing your location, review these iClicker Geolocation Tips.
- If you are having issues seeing your attendance in iClicker, check out this troubleshooting guide.
- Find answers to many of your questions and contact the iClicker Tech Support Team by visiting iclicker.com/support at any time.

Classroom Behavior

Students and faculty are responsible for maintaining an appropriate learning environment in all instructional settings, whether in person, remote, or online. Failure to adhere to such behavioral standards may be subject to discipline. Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, marital status, political affiliation, or political philosophy.

For more information, see the classroom behavior policy, the Student Code of Conduct, and the Office of Institutional Equity and Compliance.

Accommodation for Disabilities, Temporary Medical Conditions, and Medical Isolation

If you qualify for accommodations because of a disability, please submit your accommodation letter from Disability Services to your faculty member in a timely manner so that your needs can be addressed. Disability Services determines accommodations based on documented disabilities in the academic environment. Information on requesting accommodations is located on the Disability Services website. Contact Disability Services at 303-492-8671 or dsinfo@colorado.edu for further assistance. If you have a temporary medical condition, see Temporary Medical Conditions on the Disability Services website.

If you have a temporary illness, injury or required medical isolation for which you require adjustment, please contact the instructional team.

Preferred Student Names and Pronouns

CU Boulder recognizes that students' legal information doesn't always align with how they identify. Students may update their preferred names and pronouns via the student portal; those preferred names and pronouns are listed on instructors' class rosters. In the absence of such updates, the name that appears on the class roster is the student's legal name.

Honor Code

All students enrolled in a University of Colorado Boulder course are responsible for knowing and adhering to the Honor Code. Violations of the Honor Code may include but are not limited to: plagiarism (including use of paper writing services or technology [such as essay bots]), cheating, fabrication, lying, bribery, threat, unauthorized access to academic materials, clicker fraud, submitting the same or similar work in more than one course without permission from all course instructors involved, and aiding academic dishonesty. Understanding the course's syllabus is a vital part in adhering to the Honor Code.

All incidents of academic misconduct will be reported to Student Conduct & Conflict Resolution: StudentConduct@colorado.edu. Students found responsible for violating the Honor Code will be assigned resolution outcomes from the Student Conduct & Conflict Resolution as well as be subject to academic sanctions from the faculty member. Visit Honor Code for more information on the academic integrity policy.

iClicker activities fall under the provisions of our campus academic honesty policy. Students must not engage in academic dishonesty while participating in iClicker activities. This includes but is not limited to:

- Checking in while not physically in class.
- Having another student check you into class.

Generative Artificial Intelligence

Generative artificial intelligence tools – software that reproduces text, images, computer code, audio, video, and other content – have become widely available. Well-known examples include ChatGPT for text and DALL•E for images. This statement governs all such tools, including those released during our semester together.

Keep in mind that the goal of gen AI tools is to reproduce content that seems to have been produced by a human, not to produce Accurate or reliable content; therefore, relying on a gen AI tool may result in your submission of inaccurate content. It is your responsibility – not the tool's – dash to assure the quality, integrity, and accuracy of work you submit in any college course.

If gen AI tool use is suspected in completing assignments for this course in ways not explicitly authorized, I will follow up with you. I may contact the Office of Student Conduct & Conflict Resolution to report suspected Honor Code violations. In addition, you must be wary of unintentional plagiarism or data fabrication. Please act with integrity, for the sake of both your personal character and your academic record.

If you use gen AI tools on assignments in this class, document your usage with the Chicago Manual of Style or appropriate citation guidelines for this course.

Sexual Misconduct, Discrimination, Harassment, and/or Related Retaliation

CU Boulder is committed to fostering an inclusive and welcoming learning, working, and living environment. University policy prohibits protected-class discrimination and harassment, sexual misconduct (harassment, exploitation, and assault), intimate partner abuse (dating or domestic violence), stalking, and related retaliation by or against members of our community on- and off-campus. The Office of Institutional Equity and Compliance (OIEC) addresses these concerns, and individuals who have been subjected to misconduct can contact OIEC at 303-492-2127 or email cureport@colorado.edu. Information about university policies, reporting options, and support resources including confidential services can be found on the OIEC website.

Please know that faculty and graduate instructors must inform OIEC when they are made aware of incidents related to these policies regardless of when or where something occurred. This is to ensure that individuals impacted receive outreach from OIEC about resolution options and support resources. To learn more about reporting and support for a variety of concerns, visit the Don't Ignore It page.

Religious Accommodations

Campus policy requires faculty to provide reasonable accommodations for students who, because of religious obligations, have conflicts with scheduled exams, assignments or required attendance. Please communicate the need for a religious accommodation in a timely manner.

See the campus policy regarding religious observances for full details.

Health and Wellness Services

The University of Colorado Boulder is committed to the well-being of all students. If you are struggling with personal stressors, mental health, or substance use concerns that are impacting academic or daily life, please contact Counseling and Psychiatric Services (CAPS) located in C4C or call (303) 492-2277, 24/7.

Free and unlimited telehealth is also available through Academic Live Care. The Academic Live Care site also provides information about additional wellness services on campus that are available to students.

Emergency Procedures

In case of an emergency, follow campus safety protocols, which can be found at [Campus Safety Website].

Changes to Syllabus
The instructor reserves the right to modify the syllabus as needed. Any changes will be communicated in class and via Canvas.