

CHEN 4090 – Undergraduate Seminar

Spring 2025 ~ Course Syllabus

Instructor: Dr. Wendy Young wendy.young@colorado.edu (JSCBB D1B20)

Meeting Schedule: Mon 4:05 pm – 4:55 pm in BIOT A108 (lectures are recorded & posted on Canvas)

Office Hours: Mon 2:30-3:30 in JSCBB D1B20. Questions also welcome via email and/or we can set up an appointment to meet (I'm happy to meet!).

CA: Karl Pankratz Karl.Pankratz@colorado.edu

Learning Objectives:

- Learn about the job search process including resumes, LinkedIn, interviews and networking.
- Improve professional communication skills.
- Practice analysis of ethical issues as they relate to engineering practice.
- Gain a deeper appreciation for the importance of team building in engineering.
- Identify and be able to summarize chemical and biological engineering contemporary issues.

Texts:

- Required: *The 2-Hour Job Search* by Steve Dalton (2012)
- Not required, just recommended: *So You Want to Talk about Race* by Ijeoma Oluo, Seal Press, 2018

Assignments & Grading Basis

Assignments are due by 11:59 pm in CANVAS on days indicated at the end of this document. Assignments turned in after the due date will be counted for 50% of possible points up thru 11:59 pm on **Wed, Apr 30**.

If you are having difficulties, please let Dr. Young know before due dates so we can work out a solution together; I understand you have quite a few priorities and am happy to work together so reach out!

Assignment	100%	Grade Distribution	
14 Lecture Reflections	28%		
Goal Setting & Prof Development Worksheet	9%	90 / 93.33 / 100 %	A-, A
Team Building Worksheet	6%	80 / 83.33 / 86.67 / 89.99 %	B-, B, B+
LinkedIn Profile	4%	70 / 73.33 / 76.67 / 79.99 %	C-, C, C+
Resume	4%	60 / 63.33 / 66.67 / 69.99 %	D-, D, D+
Informational Interview	20%	< 60%	F
Ethics Oral Presentation	24%		
Oral Presentation Self-Evaluation	5%		

Lecture Reflection Papers

- Due by 11:59 pm each week the **Wednesday** after class
- These can be turned in late for up to half credit; the last possible time to turn these in is 11:59 pm on Wed, April 30
- Content: comment on the lecture itself and/or what you learned from it
- Format (can be informal):
 - Name and lecture topic at top
 - At least half a page
 - Hand-written or typed
 - Paragraph form or bullet points
 - Can be a document or a photo of hand-written notes

Attendance & Excused Absence Make-Ups

- Class attendance is mandatory and participation is an integral part of your grade. Students lose 5% of their semester grade for the first unexcused absence and an additional 10% for the second. Additional unexcused absences will result in course failure.
 - Students also receive a 0% on the reflection assignment for unexcused days they miss.
- Each student must sign a daily attendance sheet **within the first 10 minutes of class each day**. Plagiarism of a signature on the sign-in sheet will result in a 25% semester grade deduction.
- **Excused Absence Policy** (some of you may HAVE to miss class for a variety of reasons):
 - Send instructor and CA an email BEFORE class with the reason (will reply ok or not)
 - Emails sent AFTER class will not qualify for this policy
 - As a make-up assignment for missing class, you must attend a student society meeting or a professional development event (check [ProReady](#)) or a volunteer activity for engineering.
 - Examples include but not limited to: AIChE, Theta Tau, Engineers Without Borders, Engineering Council, Engineering Ambassadors, career services resume review, mock interview, career services event, company info session, career fair
 - Submit a 1-page paper that summarizes your activity. At the top of the paper include "Make-up Assignment for (DATE)" and the Title of the activity you attended, and email to the professor and CA. This paper will replace your score on that week's lecture reflection paper.

Course Communication

All class slides, homework, and videos will be placed on Canvas for students to download.

Recording of Lectures

All lectures will be recorded. Class recordings will not be distributed outside the audience of students, instructors, and other class staff. Access to a recording is limited to class participants and staff through one's CU Boulder IdentiKey. Only the course instructor and staff are authorized to record a class; students are not authorized to record a class through any means.

Acceptable Use of AI in this Class

Because most assignments are reflections or personal thoughts, gen AI may only be used on the following:

- Resume
- LinkedIn content
- Ethics presentation slide images (only for images, not text as text should be minimal with no full sentences); if AI is used on a slide, it must be cited at the bottom in smaller font

University Policies

University Policies can be found [here](#).

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.

NO RESUBMISSION OF WORK, including your own work that you turned in for a different CU, high school, or other class. Resubmission and plagiarism are grounds for failure of the class and will be reported to the Honor Code. Using uncited resources from the internet, using AI without citation or on an assignment not

stated in the AI section above, using another person's work, or allowing another person to use your work will be considered a dishonest act and thus grounds for failure of the class and an Honor Code report.

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.

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 course instructor.

Accommodation for Religious Obligations

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. In this class, please contact the course instructor. See the [campus policy regarding religious observances](#) for full details.

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.

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](#).

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 [OIEC support resources](#) including confidential services can be found on the [OIEC website](#).

Please know that faculty and graduate instructors are required to inform OIEC when they are made aware of incidents related to these concerns regardless of when or where something occurred. This is to ensure that

individuals impacted receive outreach from OIEC about their options and support resources. To learn more about reporting and support for a variety of concerns, visit the [Don't Ignore It](#) page.

Mental Health and Wellness

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.

CHEN 4090 Schedule – Spring 2025 (SUBJECT TO CHANGE)

CHEN 4090 – UG Seminar – Spring 2025 Schedule – Mon, 4:05-4:55 in A108			
Lecture	Date	Topic	Assignments Due 11:59pm Wed
L'01	13-Jan	Intro & Goal Setting & Professional Development	***Reflection paper due Wed each week
---	20-Jan	No Class, MLK	---
L'02	27-Jan	ProReady	Goal Setting & Professional Development Worksheet due 1/29
L'03	3-Feb	Elevator Pitches, Cover Letters, References	Team Building Worksheet due 2/5
L'04	10-Feb	Resumes	---
L'05	17-Feb	2-Hr Job Search (LAMP Method)	Resume due 2/19
L'06	24-Feb	Networking & LinkedIn	---
L'07	3-Mar	Interviewing	LinkedIn URL due 3/5
L'08	10-Mar	Ethics in Engineering	---
L'09	17-Mar	Negotiating & Oral Presentation Tips	Informational Interview due 3/19
---	24-Mar	No Class – Spring Break	---
L'10	31-Mar	Student Presentations #1	---
L'11	7-Apr	Student Presentations #2	---
L'12	14-Apr	Student Presentations #3	---
L'13	21-Apr	Student Presentations #4	Ethics Presentation Slides due 4/23
L'14	28-Apr	Finances (Mortgages, Investing, SPP, 401's, IRAs)	Presentation Self-Evaluation due 4/30
	May	NO FINAL!!!	All assignments & Lecture Reflections must be in by 11:59pm on Wed, 4/30

***IMPORTANT: All assignments can be turned in after the deadline for up to half credit thru Wed, April 30.