

CHEN 4090 – Undergraduate Seminar

Spring 2026 ~ Course Syllabus

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

Meeting Schedule: Tues 2:30 pm – 3:20 pm in BIOT A115 (lectures are recorded & posted on Canvas)

Office Hours: -Tues 3:30 pm – 4:30 pm in BIOT D1B20. Questions also welcome via email and/or we can set up an appointment to meet (I'm happy to meet!).

CA: Kira Palau Kira.Palau@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 & effective leadership in engineering.
- Identify and be able to summarize chemical and biological engineering contemporary issues.

Text: Required: *The 2-Hour Job Search* by Steve Dalton (2012)

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 **Fri, Apr 24**.

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!

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

Lecture Reflection Papers

- Due by 11:59 pm each week the **Friday** 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 Friday, April 24
- 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, 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

Classroom Environment

The main goal of this course is to help you build your professional portfolio as preparation for your post-CU adventures. In our discussions, a culture of respect is essential; we are all expected to help create that culture. It is my intent that students from all backgrounds and perspectives belong in this course, that students’ learning need to be addressed both in and out of class, and that the various perspectives that students bring to this class be framed as a resource, strength, and benefit. It is also my intent to present materials and activities that are respectful of all backgrounds. Your suggestions throughout the semester on ways to improve the effectiveness of the course are encouraged and appreciated!

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 of 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 Student Conduct & Conflict Resolution and will 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 does not always align with how they identify. If you wish to have your preferred name (rather than your legal name) and/or your preferred pronouns appear on your instructors' class rosters and in Canvas, visit the [Registrar's website](#) for instructions on how to change your personal information in university systems.

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.

Additional classroom behavior information

- [Student Classroom and Course-Related Behavior Policy](#).
- [Student Code of Conduct](#).
- [Office of Institutional Equity and Compliance](#).
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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 OIEC@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 the person impacted receives outreach from OIEC about resolution options and support resources. To learn more about reporting and support 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.

CHEN 4090 Schedule – Spring 2026 (SUBJECT TO CHANGE)

CHEN 4090 – UG Seminar – Spring 2026 Schedule – Tues, 2:30-3:20 in A115			
Lecture	Date	Topic	Assignments Due 11:59pm Fri
L'01	13-Jan	Intro & Goal Setting & Professional Development	***Reflection paper due Fri each week
L'02	20-Jan	ProReady	Goal Setting & Professional Development Worksheet due 1/23
L'03	27-Jan	Elevator Pitches, Cover Letters, References	---
L'04	3-Feb	Resumes	---
L'05	10-Feb	2-Hr Job Search (LAMP Method)	Resume due 2/13
L'06	17-Feb	Networking & LinkedIn	---
L'07	24-Feb	Interviewing	LinkedIn URL due 2/27
L'08	3-Mar	Industry panel on networking, interviewing, professionalism	---
L'09	10-Mar	Ethics in Engineering	Informational Interview due 3/13
---	17-Mar	No Class – Spring Break	
L'10	24-Mar	Negotiating & Oral Presentation Tips	Team Building Worksheet due 3/27
L'11	31-Mar	Student Presentations #1	---
L'12	7-Apr	Student Presentations #2	---
L'13	14-Apr	Student Presentations #3	Ethics Presentation Slides due 4/17
L'14	21-Apr	Finances (Mortgages, Investing, SPP, 401's, IRAs)	Presentation Self-Evaluation due 4/24 All assignments & Lecture Reflections must be in by 11:59pm on Fri, April 24
	28-Apr	NO FINAL!!!	

***IMPORTANT: All assignments can be turned in after the deadline for up to half credit thru Fri, April 24.