

CHEN 4090 – Undergraduate Seminar

Spring 2022 ~ Course Syllabus

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

Meeting Schedule: Mon 4:05 pm – 4:55 pm in BIOT A108 (lectures are recorded & posted on Canvas)
**NOTE: the first class will be remote via zoom (see Canvas for zoom URL); the remainder of classes will be in person in A108

Office Hours: Mon 3:00-4:00 in JSCBB D1B20. Questions also welcome via email and/or we can set up an appointment to meet.

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Learning Objectives:

- Learn about the job search process including resumes, interviews and networking.
- Improve professional communication skills.
- Practice analysis of ethical issues as they relate to engineering practice.
- Identify and be able to summarize contemporary issues in the context of CHEN and CBEN career directions.

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 through 11:59 pm on Wed, April 27. **If you are having difficulties, please let the instructor know before due dates so we can work out a solution together; I understand you have many priorities and am happy to work together so reach out!**

Assignment		Grade Distribution	
14 Lecture Reflections	28%		
Goal-Setting Worksheet	4%	90 / 93.33 / 100 %	A-, A
Resume	4%	80 / 83.33 / 86.67 / 89.99 %	B-, B, B+
LinkedIn Profile	4%	70 / 73.33 / 76.67 / 79.99 %	C-, C, C+
Lifelong Learning Assignment	6%	60 / 63.33 / 66.67 / 69.99 %	D-, D, D+
Ethics in Engineering Paper	25%	< 60%	F
Diversity, Equity & Inclusion in Eng Worksheet	9%		
Informational Interview	20%		
	100%		

Lecture Reflection Papers

- Due by 11:59 pm each week the Wednesday after class
- These can be turned in late **for half credit**; the last possible time to turn these in is 11:59 pm on Wed, April 27
- Content: comment on the lecture itself and/or what you learned from it

- If you could not attend a lecture **and there are microphone/recording issues with it**, instead of that one class you can watch FOUR (4) videos out of the “Alumni Videos” on Canvas (bottom Module on the home page)
- You are required to watch four of these videos to make up for one lecture because these videos are generally quite short
- Comment on these videos as you would the lecture; only one half-page paper needs to be turned in (not four!)
- 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

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.

University Policies

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

Classroom Behavior

Both students and faculty are responsible for maintaining an appropriate learning environment in all instructional settings, whether in person, remote or online. Those who fail 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, political affiliation or political philosophy. For more information, see the policies on [classroom behavior](#) and the [Student Conduct & Conflict Resolution policies](#).

Requirements for COVID-19

As a matter of public health and safety, all members of the CU Boulder community and all visitors to campus must follow university, department and building requirements and all public health orders in place to reduce the risk of spreading infectious disease. Students who fail to adhere to these requirements will be asked to leave class, and students who do not leave class when asked or who refuse to comply with these requirements will be referred to [Student Conduct and Conflict Resolution](#). For more information, see the policy on [classroom behavior](#) and the [Student Code of Conduct](#). If you require accommodation because a disability prevents you from fulfilling these safety measures, please follow the steps in the “Accommodation for Disabilities” statement on this syllabus.

CU Boulder currently requires masks in classrooms and laboratories regardless of vaccination status. This requirement is a precaution to supplement CU Boulder’s COVID-19 vaccine requirement. Exemptions include individuals who cannot medically tolerate a face covering, as well as those who are hearing-impaired or

otherwise disabled or who are communicating with someone who is hearing-impaired or otherwise disabled and where the ability to see the mouth is essential to communication. If you qualify for a mask-related accommodation, please follow the steps in the “Accommodation for Disabilities” statement on this syllabus. In addition, vaccinated instructional faculty who are engaged in an indoor instructional activity and are separated by at least 6 feet from the nearest person are exempt from wearing masks if they so choose.

If you feel ill and think you might have COVID-19, if you have tested positive for COVID-19, or if you are unvaccinated or partially vaccinated and have been in close contact with someone who has COVID-19, you should stay home and follow the further guidance of the [Public Health Office \(contacttracing@colorado.edu\)](mailto:contacttracing@colorado.edu). If you are fully vaccinated and have been in close contact with someone who has COVID-19, you do not need to stay home; rather, you should self-monitor for symptoms and follow the further guidance of the [Public Health Office \(contacttracing@colorado.edu\)](mailto:contacttracing@colorado.edu).

Accommodation for Disabilities

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.

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

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 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 students enrolled in a University of Colorado Boulder course are responsible for knowing and adhering to the Honor Code academic integrity policy. Violations of the Honor Code may include, but are not limited to: plagiarism, 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. All incidents of academic misconduct will be reported to the Honor Code (honor@colorado.edu; 303-492-5550). Students found responsible for violating the academic integrity policy will be subject to nonacademic sanctions from the Honor Code as well as academic sanctions from the faculty member. Additional information regarding the Honor Code academic integrity policy can be found on the [Honor Code website](#).

Sexual Misconduct, Discrimination, Harassment and/or Related Retaliation

CU Boulder is committed to fostering an inclusive and welcoming learning, working, and living environment. The university will not tolerate acts of sexual misconduct (harassment, exploitation, and assault), intimate partner violence (dating or domestic violence), stalking, or protected-class discrimination or harassment by or against members of our community. Individuals who believe they have been subject to misconduct or retaliatory actions for reporting a concern should contact the Office of Institutional Equity and Compliance

(OIEC) at 303-492-2127 or email cureport@colorado.edu. Information about university policies, [reporting options](#), and the support resources can be found on the [OIEC website](#).

Please know that faculty and graduate instructors have a responsibility to inform OIEC when they are made aware of incidents of sexual misconduct, dating and domestic violence, stalking, discrimination, harassment and/or related retaliation, to ensure that individuals impacted receive information about their rights, support resources, and reporting options. To learn more about reporting and support options for a variety of concerns, visit [Don't Ignore It](#).

Religious Holidays

Campus policy regarding religious observances requires that faculty make every effort to deal reasonably and fairly with all students who, because of religious obligations, have conflicts with scheduled exams, assignments or required attendance. See the [campus policy regarding religious observances](#) for full details.

CHEN 4090 Schedule – Spring 2022 (SUBJECT TO CHANGE!!!)

CHEN 4090 - UG Seminar - Spring 2022 Schedule - Mon, 4:05-4:55			
Lecture	Date	Topic	Assignments Due
L'01	10-Jan	Intro, Personal Goals	***Reflection paper due Wed each week
---	17-Jan	No Class	---
L'02	24-Jan	ProReady (Ben Weihrauch, CU Dir of Student Professional Development)	Goal-Setting Worksheet due 1/26
L'03	31-Jan	Elevator Pitches, LinkedIn, Resumes	---
L'04	7-Feb	Resumes (cont'd), Cover Letters	LinkedIn URL due 2/9
L'05	14-Feb	2-Hr Job Search (LAMP Method)	Resume due 2/16
L'06	21-Feb	Panel Talk: Networking & Chem-E Buff Chats	---
L'07	28-Feb	Panel Talk: Interviewing	---
L'08	7-Mar	Lifelong Learning & Negotiating	Informational Interview due 3/9
L'09	14-Mar	Engineering Ethics Choose Your Own Adventure	Lifelong Learning Assignment due 3/16
---	21-Mar	No Class – Spring Break	
L'10	28-Mar	Panel Talk: Road Less Traveled	---
L'11	4-Apr	Panel Talk: Biomed/Pharma Panel	Ethics Paper due 4/6
L'12	11-Apr	Panel Talk: Energy (renewable and oil & gas)	Diversity, Equity & Inclusion in Engineering Worksheet due 4/13
L'13	18-Apr	Importance of Diversity, Equity and Inclusion in Engineering	
L'14	25-Apr	Finances (Mortgages, Investing, SPP, 401's, IRAs)	All assignments & Lecture Reflections must be in by 11:59pm on Wed, Apr 27
	2-May	NO FINAL!!!	---

***IMPORTANT: A short Lecture Reflection paper is due two days after each class, so 11:59 pm Wednesday each week. These can be turned in after the deadline for half credit up through Wed, April 27.