

San José State University
Department of Aviation and Technology
TECH 190 - Senior Seminar, Section 02, Spring 2014

Contact Information

Instructor:	Dianne Hall
Office Location:	IS 107
Telephone:	(408) 924-3204 (checked infrequently – use Canvas email)
Email:	Dianne Hall in Canvas (checked 2-3 times per week)
Campus Email:	<u>Dianne.Hall@sjsu.edu</u> (checked infrequently – use if Canvas issues only)
Office Hours:	Thursday 3:30pm – 5:30pm
Class Days/Time:	Monday 3pm – 5:45pm
Classroom:	BBC 107
Prerequisites:	2-3 semesters remaining before graduation
Course Number:	29674

Faculty Web Page and MYSJSU Messaging

Copies of the syllabus may be found on my faculty web page accessible through the Quick Links>Faculty Web Page links on the SJSU home page.

<http://www.sjsu.edu/people/dianne.hall/>,

You are responsible for regularly checking with the messaging system through MySJSU.

All course materials, including this syllabus (greensheet) may be found in the Canvas Learning Management System. Once you are registered for the course, you will be automatically added to the Canvas course shell. See details below for accessing Canvas. You should regularly check Canvas for updates or keep the default setting for the notifications feature in Canvas to notify you of changes.

Course Description

Current industry analysis and career development. Technology trends in manufacturing and electronics. Leadership skills for a technology professional. Ethics for technology managers.

Prerequisite: 2-3 Semesters remaining before graduation

Purpose of the Course

This course is designed to prepare junior and senior status students for life after graduation.

Course Goals and Learning Objectives

Topics important to graduates are discussed including technology industry trends, significant current developments, survival strategies, and long-range forecasts. In addition to other required course materials, this class may incorporate guest speakers from the electronics and manufacturing industries. The format for this class may include both on-line and in class discussions and exercises.

Course Learning Outcomes (CLO)

Upon successful completion of the course, the student will be able to:

CLO	Description	How Achieved
1	Use information technology tools to review the current status of your preferred professional pathway in business or industry	Career Center Activities
2	Develop a personal five-year plan for future success.	5 Year Plan
3	Complete a typical employment application package.	Career Center Activities
4	Conduct a job interview with appropriate skill and professionalism.	Big Interview
5	Report on an important emerging technology or technology trend that is related to your major.	Industry Analysis

Required Texts/Readings

Textbook

None.

Other Readings

Course readings will be available on Canvas.

Library Liaison

Mengxiong Liu, Ph.D.

Email: mengxiong.liu@sjsu.edu

Dr. Liu has developed a library [subject guide](http://libguides.sjsu.edu/aviation_technology?hs=a) that may be found at http://libguides.sjsu.edu/aviation_technology?hs=a

Course Requirements and Assignments

SJSU classes are designed such that in order to be successful, it is expected that students will spend a minimum of forty-five hours for each unit of credit (normally three hours per unit per week), including preparing for class, participating in course activities, completing assignments, and so on. More details about student workload can be found in University Policy S12-3 at <http://www.sjsu.edu/senate/docs/S12-3.pdf>.

Detailed instructions for each assignment will be provided in Canvas (the Learning Management System). Generally, assignments are due right before class however, please refer to Canvas for assignment due dates and times. All assignments must be submitted through Canvas. NO assignments will be accepted late. All work completed must be in proper English. Your grade will be lowered if excessive grammatical and spelling errors are made. Work that is not in an acceptable manner will not receive credit.

Assignments

There are both group activities and individual activities in this course. Group activities are identified with a (G) on the course schedule. All members of the group will receive the same grade for group assignments. Details on each assignment will be given in Canvas.

Canvas Component

This course uses Canvas, a web based course management tool. See the SJSU academic technologies ecampus main website <http://www.sjsu.edu/at/ec/> for instructions and the location of the course management tool. Computers with high-speed internet connections are available throughout campus and at the King Library. All students must also have an active email address.

TurnItIn / Plagiarism Avoidance

This course uses the plagiarism checking service of TurnItIn. TurnItIn is an integral part of Canvas and assignments that need to be submitted to TurnItIn will be done so automatically. No further action is required by the student. Students will have access to the TurnItIn reports. If you have concerns about plagiarism, you should submit your assignment early. This will allow you to see the areas of concern, fix them and then resubmit the assignment before the due date.

There is a Plagiarism Avoidance module in Canvas that gives you some guidance. Please refer to it if you have any questions or concerns.

Blackboard Collaborate / WebEx

Occasionally, we may have on-line lectures using the on-line meeting tools Blackboard Collaborate or WebEx. If used, instructions for Blackboard Collaborate and WebEx tools will be covered in class and will be available in Canvas.

Grading Policy

Please see below to determine the weighting of the assignment groups and the grade distribution.

Activity Grade Distribution

Within each assignment group there are several activities. Each of these activities has been assigned points. Some assignments are worth more points than others. Since not all assignments have the same points, some assignments are more heavily weighted than others. Please pay careful attention to the assignment weighting when completing your work.

Activity Group	Percentage Weight
Career Center Activities	40%
Industry Analysis	20%
Silicon Valley Leaders' Symposium	20%
Final exam	20%

Grade Distribution

The final course grade distribution will be as follows:

A+	100	A	93-99	A-	90-92
B+	88-89	B	83-87	B-	80-82
C+	78-79	C	73-77	C-	70-72
D+	69	D	65-68	F	Below 65

Extra credit assignments are NOT available for this course.

I do NOT grade on a curve for any assignment or for the final course grade. Please do not expect that falling slightly below a grade-break means you will receive the next highest grade. Emails requesting this increase in grade will be ignored. Grading is per the schedule listed above. The grades are final once they are posted. However, if you feel there is a transcription or recording error in calculating or recording the grade, please bring this to my attention so that I may investigate and correct it if required.

Please keep in mind that the grade you receive is strongly correlated to the effort you put into the class. You earn your grades - professors do not give grades. If you expect a certain grade, then please put in the required effort from day one.

Career Center Activities

There will be several assignments related to the tools available at the career center. There will be videos to view and activities to complete related to those videos. Not all assignments will be graded. The point of the career center activities is to help you prepare a great resume and give you a process to land the job of your dreams.

Industry Analysis

In a group, you will complete a project that analyzes current industry trends or technologies. You will present this information to the class and lead a discussion the class. These discussions are spaced throughout the semester. Each group is responsible for one topic. Signups will be in Canvas.

There are a few individual assignments to help you understand industry too.

Silicon Valley Leaders' Symposium

You will attend 5 of the Silicon Valley Leaders' Symposia and complete an assignment on each.

Final Exam

There will be a culminating activity for the final exam.

Classroom Protocol

Please consult Canvas for the prework required for each class. There will be readings, quizzes, research or some other form of preparation required for each class. You must come prepared in order to receive the full benefit of attending class.

I prefer that you arrive on time but would rather that you come late than not at all. Try to minimize the disturbance to the class if you do plan on arriving late. Cell phones should be turned to silent mode and emergency calls handled outside of the classroom so as to minimize disruptions to the class. There are no grade points awarded for attendance and I do not require you to attend each class; however you are paying for the class and for my "pearls of wisdom" so I encourage your attendance to help your learning of the subject matter. Many of the topics appear deceptively simple. Also, some assignments will be completed and handed in during the class period.

Computer Use

In the classroom, faculty members allow students to use computers only for class-related activities. These include activities such as taking notes on the lecture underway, following the lecture information that the instructor has posted, and finding Web sites to which the instructor directs students at the time of the lecture. Students who use their computers for other activities or who abuse the equipment in any way, at a minimum, will be asked to leave the class and may be referred to the Office of Student Conduct and Ethical Development for disrupting the course.

University Policies

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester's Catalog Policies section at <http://info.sjsu.edu/static/catalog/policies.html>. Add/drop deadlines can be found on the current academic year calendars document on the Academic Calendars webpage at http://www.sjsu.edu/provost/services/academic_calendars/. The Late Drop Policy is available at <http://www.sjsu.edu/aars/policies/latedrops/policy/>. Students should be aware of the current deadlines and penalties for dropping classes. Information about the latest changes and news is available at the Advising Hub at <http://www.sjsu.edu/advising/>.

Consent for Recording of Class and Public Sharing of Instructor Material

University Policy S12-7, <http://www.sjsu.edu/senate/docs/S12-7.pdf>, requires students to obtain instructor's permission to record the course.

- "Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor's permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material."
- "Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent."

In compliance with this policy, please verbally request permission to record classes if you would like to do so. In almost all cases this will be granted. In many cases I will be recording the class myself to be posted to Canvas.

Academic integrity

Your commitment as a student to learning is evidenced by your enrollment at San Jose State University. The University Academic Integrity Policy S07-2 at <http://www.sjsu.edu/senate/docs/S07-2.pdf> requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The Student Conduct and Ethical Development website is available at <http://www.sjsu.edu/studentconduct/>.

Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include your assignment or any material you have submitted, or plan to submit for another class, please note that SJSU's Academic Integrity Policy S07-2 requires approval of both instructors.

Please make sure you understand the difference between citing and quoting. If you use material directly from a source and do not use quote marks this is plagiarism even if you cite the source.

Campus Policy in Compliance with the American Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 at http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf requires that students with disabilities requesting accommodations must register with the Accessible Education Center (AEC) at <http://www.sjsu.edu/aec> to establish a record of their disability.

In 2013, the Disability Resource Center changed its name to be known as the Accessible Education Center, to incorporate a philosophy of accessible education for students with disabilities. The new name change reflects the broad scope of attention and support to SJSU students with disabilities and the University's continued advocacy and commitment to increasing accessibility and inclusivity on campus.

Student Technology Resources

Computer labs for student use are available in the Academic Success Center at <http://www.sjsu.edu/at/asc/> located on the 1st floor of Clark Hall and in the Associated Students Lab on the 2nd floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library.

A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include DV and HD digital camcorders; digital still cameras; video, slide and overhead projectors; DVD, CD, and audiotape players; sound systems, wireless microphones, projection screens and monitors.

Computer Systems Help Desk

Contact the help desk of any issues with Canvas. Do not contact e-campus directly. The help desk has all the answers! (Really!)

Clark 102, 1st Floor

Phone: 408.924.2377

<http://www.sjsu.edu/helpdesk/>

Aviation and Technology Study Room

The Department of Aviation and Technology has a student study room located in IS132. There are study tables and limited computer resources available for students. The room is generally available during normal business hours. If you need access after hours, please contact me.

SJSU Peer Connections

Peer Connections, a campus-wide resource for mentoring and tutoring, strives to inspire students to develop their potential as independent learners while they learn to successfully navigate through their university experience. You are encouraged to take advantage of their services which include course-content based tutoring, enhanced study and time management skills, more effective critical thinking strategies, decision making and problem-solving abilities, and campus resource referrals.

In addition to offering small group, individual, and drop-in tutoring for a number of undergraduate courses, consultation with mentors is available on a drop-in or by appointment basis. Workshops are offered on a wide variety of topics including preparing for the Writing Skills Test (WST), improving your learning and memory, alleviating procrastination, surviving your first semester at SJSU, and other

related topics. A computer lab and study space are also available for student use in Room 600 of Student Services Center (SSC).

Peer Connections is located in three locations: SSC, Room 600 (10th Street Garage on the corner of 10th and San Fernando Street), at the 1st floor entrance of Clark Hall, and in the Living Learning Center (LLC) in Campus Village Housing Building B. Visit Peer Connections website at <http://peerconnections.sjsu.edu> for more information.

SJSU Writing Center

The SJSU Writing Center is located in Clark Hall, Suite 126. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the Writing Center website at <http://www.sjsu.edu/writingcenter>. For additional resources and updated information, follow the Writing Center on Twitter and become a fan of the SJSU Writing Center on Facebook. (Note: You need to have a QR Reader to scan this



code.)

SJSU Counseling Services

The SJSU Counseling Services is located on the corner of 7th Street and San Fernando Street, in Room 201, Administration Building. Professional psychologists, social workers, and counselors are available to provide consultations on issues of student mental health, campus climate or psychological and academic issues on an individual, couple, or group basis. To schedule an appointment or learn more information, visit Counseling Services website at <http://www.sjsu.edu/counseling>.

SJSU Career Center

The SJSU Career Center promotes the development of SJSU students as professionals by providing the tools to guide you in making career-planning decisions along with developing and marketing your skills to employers. <http://www.sjsu.edu/careercenter/students/index.html>

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TECH 190 Section 02 – Senior Seminar
Preliminary Schedule of Topics – Spring 2014

This schedule is subject to change with fair notice through Canvas notifications.

Course Schedule

Week	Date	Career Topic	Industry Topic	Associated Assignments
1	Jan 27	Intro to the Career Center (Donna Gilmour)	Course Introduction	Register with the Career Center / Sparta jobs Watch resume videos (5 in total) Select Career Center Workshops
2	Feb 3	Resume Workshop (Donna Gilmour)	Expectations after graduation Application for Graduation	Draft Resume, Ideal Job, 5-year plan
3	Feb 10	Internships	Topic 1 (G): Current industry analysis and career trends Topic 2 (G): Offshoring / Onshoring Discussion	Watch internship videos (6 in total) Going global (website)

Week	Date	Career Topic	Industry Topic	Associated Assignments
4	Feb 17	Job Search Process, Social Media Pros and Cons, Professional Networking, Informational Interview Introduction	Topic 3 (G): Green technology Topic 4 (G): How can we prevent ourselves from drowning in high-tech waste?	Watch Job Search videos (6 in total) Job Search Plan, Target Employer list Job Search Websites Watch Networking Videos (4 in total) Resume Blast LinkedIn profile, Facebook, Twitter?, Myspace? SnapChat?, others? Relevant industry organizations Specific informational interview list
5	Feb 24	Job Fair Success (Career Center TBD)	Topic 5 (G): When computer intelligence exceeds human intelligence, what will it mean to be human? Topic 6 (G): TBD	Watch Job Fair Preparation Videos (5 in total) Resume Target list of employers attending job fair 1 minute commercial
5	Feb 27	Resume Blast		
6	Mar 3	Job Fair Week – no class	None	Attend job fair
7	Mar 10	Practice Informational interviews	Lifelong learning Professional Associations	Informational Interview
7	Mar 11	Rock your interview workshop		

Week	Date	Career Topic	Industry Topic	Associated Assignments
8	Mar 17	Introduction to Interviewing, Types of Interviews, Behavioral Interviewing	Topic 7 (G): TBD Topic 8 (G): TBD	Watch Interviewing videos (10 in total) Big Interview
9	Mar 24	Spring Break – no class		
10	Mar 31	Practice Interviews	Topic 9 (G): Industrial managerial integrity Topic 10 (G): TBD	
11	Apr 7 On line	Cover Letters, References, Letters of recommendation	None	2 letters of recommendation (professional, academic) Sample Cover Letter Reference Information
11	Apr 8	Business, Government, Non-Profit Job Fair	n/a	Attend job fair
11	Apr 10	Engineering and CS Job and Internship	n/a	Attend job fair
12	Apr 14 On line	Expectations of first job or internship, top traits, transferring student skills	None	Top 3 student skills to transfer
12	Apr 16 (W)	3-5pm	n/a	Energy Management Employer Panel

Week	Date	Career Topic	Industry Topic	Associated Assignments
13	Apr 21	Social Styles and Myers Briggs	Topic 11 (G): What makes a person a leader or a follower? Topic 12 (G): TBD	MTBI Assessment Social Style Assessment
14	Apr 28	Advanced Resume Workshop	Topic 13 (G): Code of ethics for technologists Topic 14 (G): Industrial ethics	Personal Ethics Statement
15	May 5	Salary Negotiation, Benefits, Stock Options, Telecommuting, and other job Perks	Topic 15 (G): TBD Topic 16 (G): TBD	Watch the Hiring Process Videos (2 in total) Gather Info for Job Application
16	May 12	Pulling it all together	Topic 17 (G): TBD Topic 18 (G): TBD	
Final Exam	Tuesday May 20 th 12:15pm – 2:30pm			