

University of Illinois at Urbana-Champaign
Department of Industrial and Enterprise Systems Engineering
SE 290: ISE Undergraduate Seminar
Fall 2024 Course Expectations, Requirements & Syllabus
Instructor: Julie Murphy Office: 1270-E DCL
E-mail: jdg5@illinois.edu
Class Schedule: Th: 11-11:50 a.m., 114 TB

DESCRIPTION

Lecture-discussion series by department faculty and visiting professional engineers addressing ethics, professional registration, the role of technical societies, and the relation of engineering to such disciplines as economics, sociology, and government.

COURSE GRADES

Grades are based on required activities, including attendance, which is measured through the completion of weekly surveys and reflections, fulfillment of appointments with guest speakers, on-time completion of the final survey, and active class participation. All students are expected to be courteous and respectful ambassadors of the department when alumni visitors (Engineers in Residence (EIRs) and Recruiters in Residence (RIRs)) are present.

ATTENDANCE

Attendance is required for all class sessions. Each student is permitted two (2) excused absences. Missing more than two lectures will result in failing SE 290. Reasonable conflicts may be considered excused (i.e., Sr. Engineering Project site visits, job interviews, family emergencies, illness). It is the student's responsibility to notify the instructor in writing (email: jdg5@illinois.edu)) as soon as possible, and NO LESS THAN 2 HOURS BEFORE CLASS with the following information in the subject line: course number, absence date, your name, and reason for absence – see example below. Failure to notify the instructor according to these guidelines will be considered an unexcused absence.

ABSENCE Example:

SUBJECT: 290 ABSENCE October 6 – YOUR FIRST NAME & LAST NAME – REASON FOR MISSING CLASS.

HOMEWORK

1. **Weekly Surveys and Reflections:** For each Engineer in Residence (EIR) or other guest speaker, a brief evaluation will be provided. Students are required to complete these evaluations, provide honest feedback, and include a reflection about the information shared by each week's presenter. The evaluation forms will be available in Canvas every Thursday after each EIR presentation. These will be due by midnight on the following

Wednesday. If you miss a class period, you will not be able to complete the weekly survey and reflections. Missing more than two surveys will result in failing SE 290.

2. **Individual Speaker Appointments:** our speakers will hold 30-minute individual/small group appointments during the afternoon of their visit. All students are required to schedule at least one appointment during the semester. So that I can determine your appointment date and time please do not delay in completing the survey that was emailed to you in your welcome email. You can also find the survey on Canvas in the Speaker Sign-up Assignment tab. The deadline to complete the survey is **Wednesday, September 3, at 11:59 p.m.** Please do not arrive late for these appointments, and most importantly, do not “no show.” If for some reason you cannot attend your scheduled meeting, then please try to find someone to trade meeting times with you.
3. **Social Media Assignment:** If you don’t already have one, create a LinkedIn professional profile. LinkedIn is a professional network like Facebook but used solely for professional purposes. Create your profile, post a professional-looking photo, and begin by inviting some of your student colleagues to join your network. Finally, join the ISE group called, [University of Illinois Department of Industrial & Enterprise Systems Engineering](#). This will help you stay abreast of news in the department, as well as important events with alumni and other distinguished guests. If you have not already done so, please join the FACEBOOK group called [Department of Industrial and Enterprise Systems Engineering at Illinois](#). Here, you will learn about important information and events shared by the ISE Undergraduate programs.

FINAL

The final is a survey whereby you will provide feedback to the ISE department about SE 290. Completing and submitting the final is a requirement for passing this course. The final survey will be available in Canvas to you on **Thursday, December 4** and is due on **Wednesday, December 10 at 5:00pm.**

NOTE: SE 290 is a pass/fail class. You must pass SE 290 to take SE 494 and to graduate. Missing more than two (2) class periods/surveys, and/or the speaker appointment, and/or the final will result in failing SE 290. **The final survey must also be completed and submitted by the deadline to pass the course.**

TAKING THIS COURSE FOR CREDIT: SE 290 is a zero-credit, required course. However, there is an option to receive **1 hour of credit**. Students enrolled in SE 290 who wish to receive 1 hour of credit must register for **SE 297 SS**. SE 297 SS is offered as a concurrent class with SE 290.

The requirements for SE 297 SS include maintaining **good standing in SE 290** by completing the assignments listed above, along with the completion of an **additional assignment** (details to be provided by the instructor later).

If you are interested in receiving this credit, you will need to submit a petition to the ISE Undergraduate Programs Office at: <https://my.ise.illinois.edu/IndStudy/>. Once approved the UGP office will forward instructions for how to register as well as a registration CRN. The **deadline to register** is by the tenth day of class (**Monday, September 8**).

Subject Code: SE **Course Level:** 297 **Professor:** Julia Deanne Murphy

Credit Hours: 1 **Project Title:** Independent Study for SE 290

Outline: To complete a reading assignment and book report in SE 290 to receive 1-credit hour

After you have submitted the application form you should receive an approval email with instructions to finalize your registration. **DO NOT miss this step.**