

Web page: <https://canvas.rutgers.edu/>
Lectures: Monday 10:35am – 11:30am, CoRE-101
Instructor: Dr. Meenakshi Dutt
(Course) Email: md860@soe.rutgers.edu
Office Hours: ***By appointment on zoom***
(from Sept. 9, 2024 through December 9, 2024)

Course Description:

The course will cover a number of topics regarding key professional skills needed by students to find a job and be successful as professionals. The class is designed to accelerate your preparedness for applying to internships, research positions, and jobs. We will discuss strategies for applying to various positions that include: resumes, LinkedIn, career options/ trajectories etc. In addition, this class will also expose students to industry professionals and provide students with some insight to various industries chemical engineers can work in. This course also covers other topics that benefit sophomore-level students including: academic integrity and graduate school (what is it, pros & cons to going, etc.).

Course Objectives and Outcomes:

By the end of this course, students will be able to:

1. Create a well-structured resume that includes a personal statement and highlights key experiences with informative bulleted information
2. Develop a LinkedIn profile page to increase visibility
3. Learn about what Chemical Engineers can do in industry; the graduate school process; and academic integrity

HOMEWORKS AND GRADING POLICY

Homeworks are designed to help you reflect and build off content discussed in class. Many homework assignments will require students to create, prepare or fine-tune your application or portfolio (e.g., resume and LinkedIn profile page). There will be several homeworks that are reflections of content that was discussed in class to help you remember information discussed. Homework is graded primarily based on effort. If you demonstrate effort and follow directions based on what was discussed in class, you will earn full points.

All homeworks will be posted on the Canvas course webpage. Students are requested to turn in their homework assignments and responses using Canvas (unless specifically instructed otherwise). No late homeworks will be accepted (dates/deadlines will be announced in class on a weekly basis). Class participation and attendance are both important to do well in this course. Course grade will be determined as follows:

Active Attendance & Class Participation: 20%

Homework: 80%

Active Attendance and Class Participation

The majority of your grade is based on active attendance and participation. Active attendance means that you demonstrate engagement throughout class (e.g., asking questions, participating in groupwork & in-class activities, be present in class, being engaged, actively listening with undivided attention).

COURSE POLICIES**Accommodations for Learning**

If a student has a documented disability (or disabilities) that require special accommodation(s), the student should contact disability resources (dsoffice@echo.rutgers.edu) and privately provide me with documentation via email about the disability by the second week of class.

Religious holidays

If you celebrate a holiday that conflicts with class or prevents you from completing an assignment, please let me know by the end of the second week of class via email. I will do my best to accommodate your needs.

Attendance

Attendance to all class sessions is required. If you are 10–20 minutes late, that will be considered half an absence. If you are more than 20 minutes late to a class session, that will be considered as an absence.

However, I realize that there are personal situations may arise that preclude you from attending a class. If there is an urgent matter arises, either personal or professionally, please let me know as soon as possible so I can plan accordingly, and you can make up your work in a timely manner. To verify an absence, students should contact the Dean of Students Office. The Dean of Students will request documentation from the student to verify their absence and will then email the students' professors. However, if students know in advance of an absence, then they must submit the Self-Reporting Absence Application (sims.rutgers.edu/ssra).

If you miss class (and it is not a zoom session) it is your responsibility to get the missing lecture notes from a classmate!

Mobile Devices

Please keep your phones on silent or airplane mode while class is in session. Please do not use these during class as they can become a distraction to everyone in class, and it is the opposite of Active Attendance.

Late work

Is generally not accepted unless there are unexpected family or medical emergencies. If you must submit work late because of an emergency please notify me about the situation as soon as possible and submit the work when the situation is resolved. Generally, the absence should be verified through the Dean of Students.

Academic Integrity and other Expectations

Every student is expected to adhere to the regulations outlined in the Student Code of Conduct (in particular the section on academic integrity). To quickly and simply paraphrase, you are responsible for the integrity of your submitted work. Cheating, plagiarism, and/or fabrication will be reported according to procedures outlined in the Student Code of Conduct. It is prohibited for peers to send work to classmates, so classmates can "look over" the work. If someone is struggling, they are encouraged to speak with the professor or have discussions with classmates, but not to "look over" work sent by a classmate.

Rutgers Resources

A copy of a document that has a compilation of resources with respect to Student Wellness; Advising, Academic Integrity; Absences, Verification and Student Support; Tutoring, Academic Coaching and Learning Support has been made available on Canvas under Files labelled as Rutgers Student Resources 2022. I would recommend reviewing the document to make sure you are aware of all the resources that are available at Rutgers.

Setting up Meetings

If you ever need to set up a time to meet with the instructor please send a professional email that a) greets the professor, b) includes the purpose of the requested meeting and c) offers times that you are available to meet between 9 am – 5 pm during the regular work week (Monday – Friday).

COURSE MATERIAL COPYRIGHT

All course material posted on the Canvas course website is copyrighted and may not be posted on any other web site at or outside of Rutgers without permission from the course instructor. Noncompliance with

this policy will be treated as a violation of the Code of Student Conduct and will be referred to the Office of Student Conduct for action.

COURSE OUTLINE & SCHEDULE

Students will be expected to complete lecture notes in class. Additional material may be distributed as pdf handouts in-class during the lecture (or made accessible via Canvas). A week-by-week schedule of the course, lecture topics, reading/video assignments and relevant lecture description is given below (please follow announcements on the Canvas course webpage for any changes to the following schedule!). Students are advised to complete reading all assignments prior to attending the lecture to keep up with the class and do well on homework/assignments

Course Timetable:

Week	Date	Online	Topic
1	09/09		Professional Networking using LinkedIn (Guest Speaker: Ryan Zervakos from LinkedIn) <i>(Students should setup or polish their LinkedIn profile after lecture. Students should invite add all course speakers to their LinkedIn network as homework assignment!)</i>
2	09/16		Resume Writing & Critiquing Workshop (Guest Speakers: Amit Sen) <i>(*Share your resume with the instructor by 09/12/2024 for feedback by instructor and also bring copy of your resume either on paper or have it accessible on a computer for refinement based on speaker's seminar)</i>
Career Fair Scavenger Hunt Event: Career Fair will take place between Tuesday, September 17 - Friday, September 20 from 11:30 AM – 3:30 PM in Jersey Mike's Arena on Livingston Campus <i>(*Post selfie pictures from event on canvas course website to get homework credit)</i>			
3	09/23		Opportunities in the Pharmaceutical Industry (Guest Speaker: Dr. Dharanidaran Jayachandran from Buckman Laboratories and Joshua Group from Merck) <i>(*Prepare questions about the pharmaceutical industry and its relevance to ChemE professionals)</i>
4	09/30	In-person	Introduction to Rutgers Career Services (Guest Speaker: Joe Scott from Rutgers University Career Services) <i>(*Review Rutgers Career Services website before coming to lecture 4)</i>
5	10/07	In-person	Opportunities in Entrepreneurial Roles (Guest Speaker: Ms. Haydee Pacheco from Rutgers MSE) <i>(*Prepare questions of its relevance to ChemE professionals)</i>
6	10/14		Opportunities in Semiconductor Industry (Guest Speaker: Dr. Shivam Parashar from LAM Research) <i>(*Prepare questions about opportunities in the Semiconductor industry for ChemE students)</i>
7	10/21	In-person	Opportunities in Graduate School & Preparation for MS or PhD Degree Programs (Guest Speakers: Professor Fuat Celik from Rutgers) <i>(*Prepare questions about opportunities in graduate school and how to prepare for a MS or PhD)</i>
8	10/28	In-person	Opportunities in the Biotech & Life Sciences Industry (Guest Speaker: Dr. Akash Banerjee from Amgen) <i>(Prepare questions about the biotech and life sciences industry and its relevance to ChemE professionals)</i>
9	11/04	In-person	Undergraduate Student Organizations: Information and Discussion (Komal Nathani (AIChE), TBD (ChemE Car), Professor Ashley Guo from Rutgers (OXE), Zachary Model (ISPE)) <i>(*Prepare questions on the relevance of professional societies to ChemE professionals and how to get involved)</i>

10	11/11		Opportunities in Data Science in Industry (Guest Speaker: Dr. Jie Ren from Merck) <i>(*Prepare questions about the data sciences and its relevance to ChemE professionals)</i>
11	11/18		CBE Student Alumni Panel Q&A Session (Guest Panelists: Daniel Fenton (Thermo Scientific), Rudra Patel (Merck), Isaac Shiftec (Lummus Technology), possibly others) <i>(*Prepare questions about applying for jobs, interviewing and career trajectory ChemE professionals)</i>
12	11/25	TBD	Opportunities for Summer Research Experience (Guest Speaker: Dr. Evelyn Erenrich, Associate Dean for Recruitment and Retention, Rutgers University) <i>(*Prepare questions about the summer research experience for ChemE undergraduates)</i>
13	12/02	In-person	Opportunities in the Government or National Labs (Guest Speaker: Dr. Ashley Pennington from DHS) <i>(*Prepare questions on opportunities for Chemical Engineers in Government or National Labs)</i>
14	12/09	In-person	Transitioning from Federal Laboratory to Industry: Opportunities and Insight (Guest Speakers: Dr. Leebyn Chong from Leidos) <i>(*Prepare questions on factors driving ChemE professional to transition from a National laboratory to industry; advantages of moving to industry after working in a Federal Laboratory)</i>

Academic Integrity

Students are expected to familiarize themselves with and adhere to the current University policy (June 2020) on academic integrity at:

nbprovost.rutgers.edu/academic-integrity-students

and the Code of Student Conduct at

<http://studentconduct.rutgers.edu/student-conduct-processes/university-code-of-student-conduct/>

It is understood that a student's name on any individual homework assignment, quiz, or exam indicates that he/she neither gave nor received unauthorized aid. On individual homework assignments, authorized aid includes discussing: 1) interpretation of the problem statement, 2) concepts involved in the problem, 3) approaches for solving the problem. Anything beyond this constitutes unauthorized aid and violates the academic integrity policy. A student's name on a group assignment indicates that he/she contributed to the assignment. Disciplinary actions for academic misconduct will be in accord with the University policy on academic integrity. **A first offense will result in a zero for the assignment, and may be more severe.** The penalty for repeat offenses will be significantly more severe. **A second offense will result in a failing grade for the course.**

The principles of academic integrity require that a student:

- make sure that all work submitted in a course, academic research, or other activity is the student's own and created without the aid of impermissible technologies, materials, or collaborations.
- properly acknowledge and cite all use of the ideas, results, images, or words of others.
- properly acknowledge all contributors to a given piece of work.
- obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with the student's interpretation or conclusions.
- treat all other students ethically, respecting their integrity and right to pursue their educational goals without interference. This principle requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress.

- uphold the ethical standards and professional code of conduct in the field for which the student is preparing.