

University of Portland
School of Engineering
CE 200 - Civil Engineering Seminar
(Mondays, 4:10-6:30)
Spring Semester, 2008

Instructor: Dr. Matthew R. Kuhn (Room ???, 943-7361 / 7292, kuhn@up.edu)

Office Hours:

Text: None

Course Learning Objectives

- To learn about the civil engineering profession and professional practice issues: career development and continuing education; engineering business practices; societal and ethical issues; and professional communications.
- To recognize the need for and the means of engaging in life-long learning.
- To learn how to design and propose an applied experimental program.
- To improve written and verbal communication.

Assessment

Attendance and participation	20%
Proposal letter	30%
Report on outside meeting	15%
Resume	10%
Oral presentation & report	25%

Course Topics

The following topics will be discussed in the course, primarily by visiting speakers.

Business practices and engineering
 Business development and marketing
 The proposal process
 Partnering with other engineering firms
 Permitting and regulatory awareness
 The engineer during construction
 Billing practices and financial management
 Insurance, loss prevention, and risk sharing
 Personnel recruitment

Professional relationships

The owner-engineer relationship

The architect-engineer relationship

The engineer-contractor relationship

Career development

Career tracks of practicing engineers

The career search process

Graduate school and other continuing education

Getting started as an engineer

Advancing your career

Writing and the engineer

Public speaking and the engineer

Engineering ethics and ethical dilemmas in engineering

Attendance includes the following:

- Arriving on time.
- Attentiveness during lectures and presentations (no eating chatting, doing homework, napping, laptops, etc.)
- Participation in discussions. Questions to visiting speakers.

Calculation Assignment

Letter grades will be given on your calculation assignment. The grade will be based upon both technical content and writing quality. Your calculations should be correct. The calculations should be organized and presented in a manner that makes them easy to follow and easy to check.

Writing Assignments

Grades on the two writing assignments will be based upon technical content and writing quality, in roughly equal proportion. More detailed guidelines will be presented in the form of "grade descriptors" for each writing assignment.

Grading of technical content is based upon

correct and clearly presentation of research and calculations

proper and carefully constructed conclusions and recommendations

Grading of the writing content is based upon

proper organization and development of your writing

a clear introduction

clear presentation of the background information

clear and concise presentation of your work

correct editing

The two writing assignments will require both an initial and a final draft. Between 10% and 25% of these assignments' grades will be based upon the initial drafts. On the date that an initial draft is due, you will schedule a consultation appointment with the instructor. The 15 minute appointment will be at some time during the remainder of the week.

Other guidelines for writing assignments:

- The proposal and letter should be submitted in electronic form on learning.up.edu. The file name should be “*yourname_proposal*” or “*yourname_report*”, for example “smith_report”. Your name should appear near the top of the first page.

Attendance and Report on an Outside Engineering Meeting

You are required to attend an off-campus engineering meeting of your choice. The following organizations hold regular meetings:

- Institute of Transportation Engineering (www.oregonite.org)
- Structural Engineers Association (www.seao.org)
- American Society of Civil Engineering (www.asceor.org)
- Association of General Contractors (www.agc-oregon.org)
- Oregon Association of Environmental Professionals (www.oaep.org)
- American Waterworks Association (www.pnws-awwa.org)
- Engineers Without Borders (www.ewbportland.org)
- American Council of Engineering Companies, Oregon (www.acecoregon.org).

You should submit a one-page memorandum to me that summarizes the meeting: date, organization, location, the speaker's name and background, approximate attendance, and summary of meeting content. In a separate paragraph, explain why attending such meetings would be beneficial to your engineering career, giving multiple reasons and explanations for each benefit. You should attach a copy of the meeting notice and another verification of your attendance.

You will be reimbursed for the meeting attendance fee, provided that you give a receipt to the instructor.

Oral Presentations

Each student will give a 4-6 minute presentation in April on a topic taken from a course list. You should turn in a 2-page written summary of your topic. Your summary should include a list of the sources that you have used. You should use at least one of each of the following types of sources: (1) a web source, (2) an interview, and (3) a paper source, such as a book, article, or brochure. You are encouraged to use visual aids during your presentation. Because of time limitations, however, please do not use computerized (PowerPoint) presentations. The time limitation on presentations will be strictly enforced.

Job Fair

The Engineering Job Fair is held on Monday afternoon, Feb. 18, 1:00-4:00. Class will not be held that afternoon. You should attend the Job Fair and must have an attendance form signed by the Fair organizer.

Academic Integrity

The University's Code and Guidelines of Academic Integrity is available on the web (www.up.edu > Academics > Registrar > Academic Regulations). Students should read and be familiar with the code and guidelines and should be aware of the various types of violations: cheating, forgery, and plagiarism. In this course, all violations will be considered as being of Level 2 or higher.

Accommodation for Disability

If you have a disability and require an accommodation to fully participate in this class,

contact the Office for Students with Disabilities (OSWD), located in the University Health Center (503-943-7314), as soon as possible.

If you have an OSWD Accommodation Plan, you should make an appointment to meet with Dr. Kuhn to discuss your accommodations. Also, you should meet with Dr. Kuhn if you wish to discuss emergency medical information or special arrangements in case the building must be evacuated.

UNIVERSITY OF PORTLAND
SCHOOL OF ENGINEERING
CE 200 - Civil Engineering Seminar
Syllabus
Spring Semester, 2008

<u>No.</u>	<u>Date</u>	<u>Activity</u>	<u>Assignments</u>
1	1-14	Introduction	Proposal discussed
2	1-21	The career search process, UP Career Services	Presentation topic <u>due</u> Resume discussed
3	1-28	Graduate school and you	
4	2-4		Resume draft <u>due</u>
5	2-11	Classroom discussion: Proposals	
6	2-18	No Class – Job Fair	
7	2-25		
8	3-3		Proposal 1st drafts <u>due</u>
9	3-17		Presentation papers <u>due</u> Presentations discussed
10	3-24	No class, Easter break Writing consultations on proposals	
11	3-31	Student Oral Presentations I	Final resumes <u>due</u>
12	4-7	Student oral presentations, II	Proposal final drafts <u>due</u>
13	4-14	Student oral presentations, III	Outside meeting memos <u>due</u>
14	4-21	Course summary and evaluation	