University of Portland
School of Engineering

CE 300 - Civil Engineering Seminar
(Mondays, 4:10-6:30)
Spring Semester, 2006

Instructor: Dr. Matthew R. Kuhn (Room 103, 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 improve the presentation of engineering calculations.
- 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%
Franz Hall calculations and letter	20%
Proposal letter	20%
Report on outside meeting	10%
Resume	10%
Oral presentation & report	20%

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 the ethical dilemmas of engineering

Attendance includes the following:

- Arriving on time.
- Attentiveness during lectures and presentations (no eating chatting, doing homework, napping, 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:

- All reports are due at the beginning of class. Reports handed in after the start of class will be penalized 25%. Reports will not be accepted after 5:30 p.m of the date that they are due.
- Turn in a hard copy and send (by email) an electronic copy. Calculations should be by hand, but you may also use spreadsheets.
- Do not use folders or binders for your written reports. Just staple your work, with the grading sheet on top.

Attendance and Report on an Outside Engineering Meeting

Each student is required to attend an outside engineering meeting of his/her 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 Assocation of Environemental 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 few sentences, explain why attending such meetings would be beneficial to your engineering career. You should attach a copy of the meeting notice and another verification of your attendance.

Oral Presentations

Each student will give a 5-7 minute presentation in April on a topic taken from a course list. You should turn in a 2-page written summary of your topic on the day that you give the presentation. Your summary should include a list of the sources that you have used.
You are encouraged to use visual aids during your presentation. Because of time limitations, however, please do not use computerized presentations.
The time limitation on presentations will be strictly enforced.

Academic Integrity

The University's Code and Guidelines of Academic Integrity are 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 accommodation to fully participate in this class, contact the Office for Students with Disabilities, located in the University Health Center (503-943-7134).

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Syllabus
Spring Semester, 2006

No.	Date	Activity	Assignments
1	1-16	Introduction	Franz Hall discussed
2	1-23	The career search process, Ken Koopmans, UP Career Services	Presentation topic **due** Resume discussed Franz Hall discussed
3	1-30	Graduate school and you	Franz Hall calcs. **due**
4	2-6	Joseph Gehlen, *Kramer-Gehlen & Associates, Inc.*	Resume draft **due** Franz Hall discussed
5	2-13	Classroom discussion: Proposals	Proposal discussed Franz Hall 1st draft **due**
6	2-20	Bob Haedrick, *WRG Design Inc.* Writing consultations, Franz Hall	Proposal discussed Franz Hall discussed
7	2-27	Matt Butts, *Group MacKenzie*	Franz Hall final draft **due**
8	3-6	No Class – Job Fair	Proposal 1st draft **due**
9	3-20	Claude Sakr, *HDR Engineering Inc.*	Proposal discussed
10	3-27	Chris Robertson, *Harper Houf Peterson Righellis Inc.*	
11	4-3	Writing consultations, proposals Student oral presentations, I	Proposal final draft **due**
12	4-10	Student oral presentations, II	Presentation papers **due**, I Resume final draft **due**
13	4-17	No class, Easter break	Presentation papers **due**, II
14	4-24	Course summary and evaluation	Outside meeting memos **due**