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.
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