

ENGR 381

Engineering Honors Leadership & Project Management Seminar

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Instructor:

Dr. Nancy M. Amato

office: 425H Harvey R. Bright Bldg

office hours: by appointment

email: amato@tamu.edu

url: <http://parasol.tamu.edu/~amato>

office phone: 979-862-2275

Ms. Pauline Wade

office: ZACH – Suite 305

office hours: by appointment

email: paulinewade@tamu.edu

office phone: 979-458-9393

Course Description

This course is offered for students serving as a Fellow (i.e., student leader with similar duties as an RA, but more focused on residence-based programming) in the Engineering Honors Living Learning Community (Engineering Honors Community of Scholars or ECOS) and covers fundamentals of leadership while participating in co-curricular activities and working in a multi-disciplinary setting. This class provides practical experience in managing projects via community-based engagement, providing leadership in project planning and execution.

Can be repeated up to 6 times for credit.

Engineering Honors Program (Background)

The Engineering Honors (EH) Program is the honors program for the Texas A&M College of Engineering. EH provides academic, career development and cohort building activities designed to create a community of scholars and provide a “small school” experience within a world-class research university. Benefits to students include:

- Honors faculty advisors in each major specific track which gives students access to Faculty Track Coordinators who are top researchers & teachers, and discipline-specific activities which allow them to interact with faculty and industrial partners in their major
- Enriched curricular experiences & small classes
- Career development opportunities
- Priority registration

Starting Fall 2017, EH will have an optional, residential component for Engineering Honors students, called the Engineering Honors Community of Scholars (ECOS).

Residents have access to residence based programming consisting of weekly events and activities designed for the following:

- Academic Success such as group homework sessions, meals with profs, research expos
- Community building such as movie marathons, Big Event, peer teaching

- Professional development such as resume clinics, undergraduate research, industry mixers

The programming will be planned, executed, and monitored by the ECOS Fellow & EH staff, with assistance from the ECOS Coaches.

Course Prerequisites

To be registered for this course, you must have applied and been accepted to be a student leader in the Engineering Honors (EH) living learning community, called EH Community of Scholars (ECOS), occupy a leadership role in EH, or approval by instructor.

Course Schedule & Location

Refer to Howdy to confirm the meeting time and location.

NOTE: There are also course opportunities that will be held in different locations (during class) and/or at different times. Be sure to check the class schedule regularly.

Course Learning Outcomes:

- Apply leadership principles to maximize retention among the residents
- Apply Project Management methodology & tools based on Project Management Book of Knowledge (PMBOK)
- Gain practical experience in managing projects by planning, executing, and monitoring residence-based programming projects

Course Grading

This course is credit-bearing and will be graded. Earning a passing grade in this course is a program requirement for students wishing to hold a Fellow role in ECOS.

In order to pass the course, you must satisfy all of the following requirements:

Requirement	Percentage
Attend and participate in 80% of the class seminars. (Note 1)	80%
Journal and Activity Log (Note 2)	10%
Final Project: Project Documents	10%

The following grading scale will be used to determine your semester course grade:

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	<60%

Note 1: Participation will be assessed according to attendance and participation in the class seminars presented weekly during the class meeting time, and some additional options held at different dates/times, and other assignments as summarized in the 'Course Topics' section below. You are responsible for checking the seminar schedule and other announcements in Piazza. Be sure to check the day before class as sometimes schedules will change at the last moment.

You are expected to attend all the seminars that you are able to, but must attend a % of classes (mentioned above) to pass the course. In most cases, to receive credit for attending a seminar, students must

- (i) at the beginning of the class sign in by the link provided on the seminar schedule or in Piazza and at the end of the class sign out by the second link provided, and
- (ii) complete a short survey that will be available online.

Note that there will be no make-ups possible for seminars. However, since there will be sufficient seminars scheduled during the semester, all students should be able to attend the minimum required even if they have a few unavoidable absences.

Note 2: Journal assignments are required after each class to record observations and reflect on learnings and should answer the following questions on what was covered or discussed in the session:

- What did you learn, which you may not have known prior to the session?
- How can you apply what you've learned to your current role (e.g., fellow)
- What other questions related to your learning would you like to ask?
- Any additional specific questions given during each meeting.

During the practicum sessions, activity logs are required which document the activities done, including a reflection component containing lessons learned from executing the particular activity.

Course Expectations

1. Class attendance & etiquette: Attend and fully participate in classes and class assignments by being prepared, present, and engaged. Class Etiquette includes:
 - a. Arrive on time, pay attention and refrain from activities not related to the class such as doing other work, reading the newspaper, surfing the web, or sleeping. Behavior such as this gives speakers a bad impression of our program and students. Students arriving late, leaving early, or noticed exhibiting inappropriate behavior will not receive credit for attending the seminar.
 - b. Generally, after the speaker(s) is finished, there will be a question and answer period where the audience can ask any questions they might have that were not answered during the seminar. This is often quite interesting and is considered part of the seminar.
 - c. If the speaker is not finished, or if the question and answer period is ongoing, you are expected to stay until the end, or until class is dismissed, whichever comes

- first. Again, it gives a bad impression of our students and our program if students leave before the end of the session and otherwise disrupt the seminar.
- d. During the discussions, expectations include listening mindfully, focusing on understanding what others are saying while suspending your opinions and feelings.
 - e. When it's your turn to share, share openly and honestly, inviting others to build upon your discussion by sharing their unique point of view.
2. Meetings outside of Class: You will be expected to participate in scheduled meetings depending on your role (e.g., for ECOS Fellows, meetings are scheduled on a bi-monthly basis). Be punctual.
 3. Communication:
 - a. You will be alerted in Piazza of any advance work needed before each meeting.
 - b. Use your eCampus account (<http://ecampus.tamu.edu/>) to access course information, assignments and your grades.
 - c. Check your TAMU mail regularly, as this is our official means of communication. Always use your @tamu.edu e-mail account to send correspondence between yourself and the teaching team.
 4. Meetings / Commitments outside class: Be prepared to meet as needed or required to complete assignments, including meeting with your peers outside of class. If you miss meetings for reasons other than those listed for excused absence in the TAMU Student Rules (1:7), or do not complete assigned work, your class performance and grades may be negatively impacted. Please plan accordingly.
 5. Assignment due date: Unless otherwise noted in the assignment, all work is due by 11:59 PM the Sunday at the end of the week in which it is assigned. 10% will be deducted for each day an assignment is late. Work submitted more than two weeks late will not be accepted for credit. All work is due by the last class day of the semester.
 6. Collaboration: This course will make extensive use of student teams. As such, assignments, activities, and project grades may reflect some combination, in part or as a whole, your individual effort and teamwork. For assignments, discussion of concepts with others is encouraged, but all assignments must be done on your own, unless otherwise instructed. Reference every source you use, whether it be a person, a book, a paper, a solution set, a web page or whatever. You **MUST** write up your assignments in your own words. Copying is strictly forbidden.

Course Topics

Class	In Class	Assigned Work
Pre-Sem (2 days)	Pre-Semester Retreat**	
1	1.) Course Introduction 2.) Leadership – An Introduction	Journal Assignment
2	Team Development Techniques	Journal Assignment
3	Practicum	Activity Log
4	Communication Tools & Techniques	Journal Assignment
5	Practicum	Activity Log
6	1.) Introduction to Project Management 2.) Project Initiation	Journal Assignment
7	Planning a project	Journal Assignment
8	Practicum	Activity Log
9	-Planning a Project – Continued -Risk Analysis	Journal Assignment
10	Practicum	Activity Log
11	Monitoring and Control	Journal Assignment
12	Practicum	Activity Log
13	Project Close	Project Documents
14	Sharing of Lessons Learned	Group Discussion
	Finals Week	Activity Log

No classes during official university holidays.

**Pre-Semester Retreat Requirement:

Students occupying leadership positions in ECOS are strongly encouraged to attend a Pre-Semester Retreat on-campus. In the event of a schedule conflict, these classes can be made up during the semester. Detailed instructions will be provided before each semester.

Course Required Books and Reference Materials

All required texts will be provided in class.

Other Required Materials/Supplies

In addition to basic computer & school supplies, the following supplies are required

- Journal – samples to be shown at the beginning of each semester

Policies

Any issue not addressed explicitly in this syllabus will be governed by the Student Rules (<http://student-rules.tamu.edu>).

Academic Integrity

“An Aggie does not lie, cheat, or steal or tolerate those who do.” Students are expected to understand and abide by the Aggie Honor Code presented on the web at: <http://aggiehonor.tamu.edu>. No form of scholastic misconduct will be tolerated. Academic misconduct includes cheating, fabrication, falsification, multiple submissions, plagiarism, complicity, etc. These are more fully defined in the above web site. Violations will be handled in accordance with the Aggie Honor System Process described on the web site.

Attendance

TAMU policies regarding student attendance/absences are defined in Part I, Section 7 of the TAMU Student Rules. In addition to those rules, the following policies will apply in this course:

- To excuse an absence that falls under rule 7.1.6 (Injury or Illness that is too severe or contagious for the student to attend class), will require a medical confirmation note completed by a healthcare provider with a contact phone number no matter how long the student is out of class.
- An excused absence will be required for any day in which a graded assignment was due or exam was given.

Americans with Disabilities Act (ADA) Policy Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, currently located in the Disability Services building at the Student Services at White Creek complex on west campus or call 979-845-1637. For additional information visit <http://disability.tamu.edu>.