CHEMICAL ENGINEERING 4753-1
UNDERGRADUATE SEMINAR
(0.5 credit hours)
Fall Semester, 2017

COURSE SUMMARY

INSTRUCTOR: Milind Deo
3290 MEB, 581-6915
Email: Milind.Deo@utah.edu

SCHEDULE/LOCATION: Tuesday 10:45-11:35 a.m., Room WEB L104

DESCRIPTION: Graded CR/NC principally on attendance. Two semesters minimum required for graduation. The seminar will focus on professional development – resume writing, developing interviewing skills and identifying and pursuing job opportunities. Guest speakers from the industry will discuss the role of chemical engineers in their respective industries. Other guest speakers will discuss the development of professional skills. The AIChE Officers will work with students to help develop these skills.

GRADING: CR/NCR based on the following requirements

The following is required for credit.
This is tentative and is subject to change based on professional skill development activities.

(1) Attendance is required in at least five lecture-based seminars.
(2) Resume preparation and submission is required.
(3) The students are expected to prepare for and undergo one mock interview or prepare and deliver an elevator speech (2 minutes in length).

Introduction and details regarding the class will be presented by Dr. Deo and Dr. Powell in the first two weeks. Detailed schedule will be provided at that time.

Note: The University of Utah seeks to provide equal access to its programs, services and activities for people with disabilities. If you will need accommodations in the class, reasonable prior notice needs to be given to the Center for Disability & Access, 162 Olpin Union Building, 801-581-5020. CDA will work with you and the instructor to make arrangements for accommodations.

All written information in this course can be made available in alternative format with prior notification to the Center for Disability & Access.
Appeals Procedures

See the Code of Student Rights and Responsibilities, located in the Class Schedule or on the UofU Web site for more details.

Appeals of Grades and other Academic Actions

If a student believes that an academic action is arbitrary or capricious, he/she should discuss the action with the involved faculty member and attempt to resolve. If unable to resolve, the student may appeal the action in accordance with the following procedure:

1. Appeal to Department Chair (in writing) within 40 business days; chair must notify student of a decision within 15 days. If faculty member or student disagrees with decision, then,

Withdrawal Procedures

See the Class Schedule or web for more details. ** Please note the difference between the terms “drop” and “withdraw”. Drop implies that the student will not be held financially responsible and a “W” will not be listed on the transcript. Withdraw means that a “W” will appear on the student’s transcript and tuition will be charged. **

Drop Period – No Penalty

Students may DROP any class without penalty or permission during the FIRST TEN academic days of the term (Friday, September 1st).

Withdrawal from Full Term Length Classes

Students may WITHDRAW from classes without professor’s permission until Friday, October 20, 2017. Beginning September 2nd until October 20th, a “W” will appear on the transcript AND tuition will be charged. Refer to Class Schedule, Tuition and Fees for tuition information.

Withdrawal from Session I & Session II

See the web page for details: http://registrar.utah.edu/academic-calendars/fall2017.php

Withdrawals after October 20th will only be granted due to compelling, nonacademic emergencies. A petition and supporting documentation must be submitted to the Dean’s Office, 1602 Warnock Engineering Building. Petitions must be received before the last day of classes (December 7, 2017).

Americans with Disabilities Act (ADA)

The University of Utah seeks to provide equal access to its programs, services, and activities for people with disabilities. If you need accommodations in a class, reasonable prior notice needs to be given to the instructor and to the Center for Disability Services, 162 Olpin Union, 581-5020 (V/TDD) to make arrangements for accommodations. All written information in a course can be made available in alternative format with prior notification to the Center for Disability Services.

Adding Classes

Please read carefully: All classes must be added within 10 academic days of the beginning of the semester (deadline: Friday, September 1st). Late adds will be allowed September 2-September 11, requiring only the instructor’s signature. Any request to add a class after September 11th will require signatures from the instructor, department, and Dean, and need to be accompanied by a petition letter to the Dean’s office.

A $50 FEE WILL BE ASSESSED BY THE REGISTRAR’S OFFICE FOR ADDING CLASSES AFTER September 11th. ***

Repeating Courses

When a College of Engineering class is taken more than once, only the grade for the second attempt is counted. Grades of W, I, or V on the student’s record count as having taken the class. Departments enforce these guidelines for other courses as well (e.g., math, physics, biology, chemistry). Attempts of courses taken at transfer institutions count as one attempt. This means a student may take the course only one time at the University of Utah. Courses taken at the University of Utah may not be taken a second time at another institution. If a second attempt is needed, it must be at the University of Utah. Please work with your department advisor to determine the value of repeating courses. Students should note that anyone who takes a required class twice and does not have a satisfactory grade the second time may not be able to graduate. It is the responsibility of the student to work with the department of their major to determine how this policy applies in extenuating circumstances.