

ChemE 3010 - Career Perspectives - Spring 2019

Instructor: T. M. Duncan 352 Olin Hall tmd10@cornell.edu

Schedule: Lectures: Monday, 12:20 - 1:10 p.m., 165 Olin Hall
Lunch Receptions with Speakers: Monday, 1:15 - 2:15 p.m., 128 Olin Hall

Prerequisites:

Enrollment is restricted to students affiliated with chemical engineering with junior-year standing.

Grading:

This course is graded pass/fail. To pass, you must satisfy requirements in two categories: attendance and written summaries.

Attendance: You are permitted two absences. Attendance will be recorded by sign-in sheets. It is a violation of the Academic Integrity Code to sign for someone other than you. ***You must arrive before the speaker begins speaking for a valid attendance.***

Written Summaries: You must submit memos on three presentations of your choice. The memos should introduce the speaker, summarize the content, and critique the content and style. Memos should be about one page, single-spaced, with font at least 10 point.

Each memo must be reviewed by a peer in ChemE 3010. After you draft a memo, enlist a fellow student in ChemE 3010 to critique your memo, using the “track changes” tool in MS Word. The marked-up draft, with the peer reviewer’s name included should also be submitted, with the name “ChemE 3010 - <speaker’s last name> - <your last name> - draft.” The final memo you submit is a revision that considers the suggestions in the peer review. **At the bottom of your memo, add “Reviewed by <name of your reviewer>.”**

Exemplary memos from past years are posted at the ChemE 3010 homepage: duncan.cbe.cornell.edu/cheme301/ My comments and corrections are shown in red.

Writing will be critiqued at the level of Strunk & White’s Elementary Rules of Usage and Elementary Principles of Composition, pages 1-33 of *The Elements of Style*. See Writing Style Resources at the ChemE 3010 homepage for on-line access to Strunk & White’s *The Elements of Style*, *Common Grammatical Errors - Classes of 2011 through 2018*, and other writing assistance.

Memos are due by class time the following Monday. Your memo must be submitted as an e-mail attachment to tmd10@cornell.edu. The Subject line of your e-mail message must have the form “ChemE 3010 - <speaker’s last name>.” The memo’s file type must be a MS Word Document .doc format (not .pdf). The file name must have the following form: “ChemE 3010 - <speaker’s last name> - <your last name>.”

Use your Cornell ID to submit your memo. If you use another ID, your memo may not arrive. For example, I typically filter all hotmail messages directly to trash.

Steady progress is expected. You must submit at least one memo by March 11. You must submit at least two memos by April 8.

Professional Decorum and Etiquette:

Each speaker has donated their time to prepare a presentation, travel to and from Ithaca, and offer advice. In addition, each speaker has secured their employer's support for travel costs and the lunch expense. Please extend courtesy and appreciation.

Here are some rules.

Do not arrive late. If you arrive more than a few minutes late, you will not be credited with attending. If you arrive after I have introduced the speaker, you are late.

Do not leave and return during the presentation. Traffic in and out of the lecture room distracts the speaker and distracts other members of the audience. Unless you have an emergency, remain in the lecture room for the duration of the presentation.

Do not leave early. The speakers will strive to end their presentations on time, but occasionally a talk may run late, owing to questions, for example. Please remain until the speaker ends.

Do not read a newspaper.

Do not open a laptop *except to take notes for your memo*. If you have a laptop open and you do not submit a memo the next week, you will be marked absent for that presentation. If you have a laptop open after you have submitted your three required memos, you will be marked absent for that presentation.

Even poorly presented talks are opportunities to learn. How would you have organized the material better? What material would you have omitted? How could the speaker's presentation style be improved? How would you change the Powerpoint content and/or style?