BSE 3134 Undergraduate Seminar
Fall 2016

Syllabus

Instructor: Dr. Mary Leigh Wolfe
    Office: 200 Seitz Hall
    Phone: 231-6615
    E-mail: mlwolfe@vt.edu
    Office hours: Thursday 1:00-2:30 p.m.
    <u>Note</u>: *Students, you are welcome to stop by my office any time; if you want to be sure I will be available during a time outside of office hours, please make an appointment by contacting my administrative assistant Melody Clark at <u>mclark5@vt.edu</u>.*

Teaching Assistant: Stephanie Houston
    E-mail: houstons@vt.edu
    Office hours: Wednesday 10:30-11:30 a.m.
    Office hours location: 105 Seitz Hall

Course Canvas site:
Check the course Canvas site regularly for course announcements, updates, and reminders.

Required prerequisite: BSE 2004 Introduction to Biological Systems Engineering

Learning Objectives:
    Upon successful completion of this course, the student will be able to:

1. Discuss contemporary technical, ethical, and global issues in biological systems engineering and engineering in general.
2. Review and critique professional literature.
3. Prepare and give an effective oral presentation.
4. Write a review of a book or professional paper or report.
5. Identify and utilize resources, prepare materials, and develop strategies to aid in career development and job searching.

Topical Outline:

<u>Topic</u>	<u>Percent of Course</u>
Contemporary issues in biological systems engineering	30%
Critical review of technical literature	20%
Public speaking and presentation skills	20%
Technical and professional writing	<u>30%</u>
	100%

Assignments:
All assignments must be completed and submitted in a professional manner. Late work will be accepted **only** when arrangements have been made with the instructor **prior** to the assignment due date. If prior arrangements have not been made, a grade of zero will be given for that assignment. NOTE: Most assignments will be peer reviewed by other students in the class.

Distribution of Course Grade:

30%   Oral presentations and discussions
           Contemporary technical, ethical, and global issues

70%   Written assignments
           Resume (15%)
           Cover letter (5%)
           Engineering Expo (15%)
           Review of technical and professional literature (25%)
           Reflections (10%)

Grading Scale:

A 93-100	B+ 87-89	C+ 77-79	D+ 67-69	F < 60
A- 90-92	B 83-86	C 73-76	D 63-66	
	B- 80-82	C- 70-72	D- 60-62	

Accommodations:
If you need adaptations or accommodations because of a disability (learning disability, attention deficit disorder, psychological, physical, etc.), if you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please meet with me as soon as possible. My office location is 200 Seitz Hall and my office hours are Monday 3:30-5:00 p.m.

Attendance:
Class attendance and participation are essential for success in this class. Please be prepared for each class by reading and studying the assigned material prior to coming to class. Students are expected to be at lecture. If you must be absent due to an ethnic or religious holiday, athletic event in which you are participating, conference, class field trip, or interview, please let me know by August 31, so I can make alternate accommodations for you.
   a. A university-approved excuse is required to make up missed work without penalty.
   b. For any medical absence, an excuse must be obtained from Schiffert Health Center or from a medical doctor.
   c. For personal/family emergencies, an excuse must be obtained from the Dean of Students Office (located at 109 East Eggleston Hall, 540-231-3787).
   d. For university sanctioned/approved events/activities, you must have an excuse (an email will suffice) from the faculty advisor in charge of the event/activity.
   e. Excused absences still require that missed graded work be completed in a timely fashion as agreed upon by the student and the instructor.

Honor Code:
The Undergraduate Honor Code pledge that each member of the university community agrees to abide by states:

> *"As a Hokie, I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do."*

Students enrolled in this course are responsible for abiding by the Honor Code. A student who has doubts about how the Honor Code applies to any assignment is responsible for obtaining specific guidance from the course instructor before submitting the assignment for evaluation. Ignorance of the rules does not exclude any member of the University community from the requirements and expectations of the Honor Code.

For additional information about the Honor Code, please visit: https://www.honorsystem.vt.edu/

If you have questions or are unclear about what constitutes academic misconduct on an assignment, please speak with me. I take the Honor Code very seriously in this course. The normal sanction I will recommend for a violation of the Honor Code is an F* sanction as your final course grade. The F represents failure in the course. The "*" is intended to identify a student who has failed to uphold the values of academic integrity at Virginia Tech. A student who receives a sanction of F* as their final course grade shall have it documented on their transcript with the notation "FAILURE DUE TO ACADEMIC HONOR CODE VIOLATION." You would be required to complete an education program administered by the Honor System in order to have the "*" and notation "FAILURE DUE TO ACADEMIC HONOR CODE VIOLATION" removed from your transcript. The "F" however would be permanently on your transcript."

Principles of Community:
"Virginia Tech is a public land-grant university, committed to teaching and learning, research, and outreach to the Commonwealth of Virginia, the nation, and the world community. Learning from the experiences that shape Virginia Tech as an institution, we acknowledge those aspects of our legacy that reflected bias and exclusion. Therefore, we adopt and practice the following principles as fundamental to our on-going efforts to increase access and inclusion and to create a community that nurtures learning and growth for all of its members:
- *We affirm the inherent dignity and value of every person and strive to maintain a climate for work and learning based on mutual respect and understanding.*
- *We affirm the right of each person to express thoughts and opinions freely. We encourage open expression within a climate of civility, sensitivity, and mutual respect.*
- *We affirm the value of human diversity because it enriches our lives and the University. We acknowledge and respect our differences while affirming our common humanity.*
- *We reject all forms of prejudice and discrimination, including those based on age, color, disability, gender, national origin, political affiliation, race, religion, sexual orientation, and veteran status. We take individual and collective responsibility for helping to eliminate bias and discrimination and for increasing our own understanding of these issues through education, training, and interaction with others.*
- *We pledge our collective commitment to these principles in the spirit of the Virginia Tech motto of Ut Prosim (That I May Serve)."*