1. **Time and Place of Course**
   Arranged

2. **Instructor**
   Charles O. Stanier  
   Office: 4122 Seamans Center  
   Phone: 335-1399  
   Email: cstanier@engineering.uiowa.edu  
   Office Hours: by appointment

3. **Teaching Assistant** none

4. **Textbook** none

5. **Website** [http://icon.uiowa.edu](http://icon.uiowa.edu)

6. **Overview of course**

   The CBE faculty in fall of 2010 approved a requirement for non-thesis graduate students in their final two semesters to participate in a professional development seminar. Students self-schedule attendance of seminars, workshops, or conferences in line with their professional development goals.

   The seminar is worth 1 s.h. and is graded.

7. **Requirements**

   - Attendance of an orientation seminar
   - Preparation of a personal statement of career goals between 250 and 350 words in length (due any time in March)
   - Meeting with engineering career services for a review of resume, if a meeting has not been held with them since Sept 1 (for spring semester participants) and since Mar 1 (for fall semester participants)
   - Submitting of resume to the instructor (due any time in February)
   - Creating a diigo account so that notifications of good seminars can be easily received from the instructor and other students
   - Identification of 10 hours of seminars, workshops, or conferences. Academic seminars at the University of Iowa do not need prior approval from the instructor. Other proposed items such as conferences and online workshops or courses do require prior approval.
   - Participation in an exit seminar and presentation (6-8 minutes, no ppt required) of highlights of the attended materials.

8. **Grading**

   15% Timely submission of a compelling personal statement, free of grammar and writing errors  
   15% Timely submission of a resume after meeting with engineering career services  
   20% Participation in orientation and exit seminar; professionalism in approving developmental activities with the instructor  
   50% Attending 10 hours of developmental activities
9. Guidelines on Academic Misconduct and Other Matters

- Falsification of the record of seminar attendance will result in an F for the course.
- Graduate students enrolled in this course have academic rules and regulations according to the Graduate College manual of rules and regulations;
- Students wishing to add or drop this course after the official deadline must receive the approval of the Dean of the College of Engineering. Details of the University policy of cross enrollments may be found at [http://www.uiowa.edu/~provost/deos/crossenroll.doc](http://www.uiowa.edu/~provost/deos/crossenroll.doc).

Note: if students are enrolled in 52:191, seminars from 52:191 cannot count toward 52:193. Otherwise, seminars from 52:191 are an ideal way to fulfill your requirement for 52:193.

Form

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1 please round up to the nearest ¼ hour

NOTE: Joining AICHE costs $50 for graduate membership. This is a good developmental activity, and is recommended (but not required). See AICHE.org

Another recommended but not required action is to join linkedin.com -- a professional networking website with a Univ. of Iowa CBE group.