RUTGERS UNIVERSITY
Department of Chemical and Biochemical Engineering

14:155:298:01 PROFESSIONAL SKILLS DEVELOPMENT (1 credit) FALL 2023

Professor/Instructor: Prof. Shishir Chundawat (Prof. C)
Office Location: SOE C150A
Office Phone: (848) 445-3678
Email: shishir.chundawat@rutgers.edu

Weekly Office Hours for Prof. C Timing: TBD (by apt only)
Location: Zoom (by apt only)
https://tinyurl.com/ChundawatZoom
Location: BME-102 or Zoom (Check syllabus and course website for updates each week)

Class Timings: Mondays at 12:25-1:20 pm EST
Class Location: BME-102* and Zoom Online
**Please note that on a few occasions the class may be held via Zoom and students will be informed ahead of time via Canvas Course Site. Or review below for weblink to join Zoom for Live Synchronous Lecture.*
Zoom link: https://rutgers.zoom.us/j/93680300841?pwd=eVBKQzlnTkpRcTBtTzJUUUlyOEpyUT09
Meeting Id: 936 8030 0841
Passcode: 865754

Course Description:
The course will cover a number of topics regarding key professional skills needed by students to find a job and be successful as professionals. The class is designed to accelerate your preparedness for applying to internships, research positions, and jobs. We will discuss strategies for applying to various positions that include: resumes, interviews, LinkedIn, cover letters etc. In addition, this class will also expose students to industry professionals and provide students with some insight to various industries chemical engineers can work in. This course also covers other topics that benefit sophomore-level students including: academic integrity and graduate school (what is it, pros & cons to going, etc.).

Course Objectives and Outcomes: By the end of this course, students will be able to:
1. Create a well-structured resume that includes a personal statement and highlights key experiences with informative bulleted information
2. Practice interviewing and prepare a collection of responses
3. Develop a LinkedIn profile page to increase visibility
4. Prepare a cover letter draft that can be adjusted and used for internship/job applications
5. Learn about what ChemEs can do in industry; the graduate school process; and academic integrity

HOMEWORK AND GRADING POLICY

All homeworks will be posted on the Canvas course webpage (*please contact Prof. Chundawat as soon as possible if you cannot access the Canvas course webpage contents!*). Students are requested to turn in their homework assignments and responses using Canvas (unless specifically instructed otherwise). No late homeworks will be accepted (dates/deadlines will be announced in class on a weekly basis). *Class participation and attendance are both important to do well in this course*. A final term paper/report is required to pass this course which is due at the end of the term. Course grade will be determined as follows:

Active Attendance & Class Participation	20%

Homework, Term Report, & Scavenger Hunt Tasks 80%

Note that grades are Pass/Fail. For getting a passing grade on this course students will need a cumulative score of 75% or more.

Active Attendance & Class Participation: The majority of your grade is based on active attendance and participation. Active attendance means that you demonstrate engagement throughout class (e.g., asking questions, participating in groupwork & in-class activities, be present in class, being engaged, actively listening with undivided attention).

Homework: Homeworks are designed to help you reflect and build off content discussed in class. Many homework assignments will require students to create, prepare or fine-tune your application or portfolio (e.g., resume, interviewing, cover letter, and LinkedIn profile page). There will be several homeworks that are reflections of content that was discussed in class to help you remember information discussed. Homework is graded primarily based on effort. If you demonstrate effort and follow directions based on what was discussed in class, you will earn full points.

Scavenger Hunt: The Professional Skills Scavenger Hunt is a collection of actions designed for students to get to know the chemical engineering community, meet alumni, and work on professional documents. This will be a full semester activity that will contain checkpoints throughout the semester to encourage regular progress. Details about the Scavenger Hunt will be provided in-class and on canvas.

COURSE POLICIES

Accommodations for Learning: If a student has a documented disability (or disabilities) that require special accommodation(s), the student should contact disability resources (dsoffice@echo.rutgers.edu) and privately provide me with documentation via email about the disability by the second week of class.

Religious holidays: If you celebrate a holiday that conflicts with class or prevents you from completing an assignment, please let me know by the end of the second week of class via email. I will do my best to accommodate your needs.

Attendance: Attendance to all class sessions is required. If you are 10–20 minutes late, that will be considered half an absence. If you are more than 20 minutes late to a class session, that will be considered as an absence.

However, I realize that there are personal situations may arise that preclude you from attending a class. If there is an urgent matter arises, either personal or professionally, please let me know as soon as possible so I can plan accordingly, and you can make up your work in a timely manner. To verify an absence, students should contact the Dean of Students Office. The Dean of Students will request documentation from the student to verify their absence and will then email the students' professors. However, if students know in advance of an absence, then they must submit the Self-Reporting Absence Application (sims.rutgers.edu/ssra).

If you miss class (and it is not a zoom session) it is your responsibility to get the missing lecture notes from a classmate!

Mobile Devices: Please keep your phones on silent or airplane mode while class is in session. Please do not use these during class as they can become a distraction to everyone in class, and it is the opposite of Active Attendance.

Late work: Is generally not accepted unless there are unexpected family or medical emergencies. If you must submit work late because of an emergency please notify me about the situation as soon as possible and submit the work when the situation is resolved. Generally, the absence should be verified through the Dean of Students.

Academic Integrity and other Expectations: Every student is expected to adhere to the regulations outlined in the Student Code of Conduct (in particular the section on academic integrity). To quickly and simply paraphrase, you are responsible for the integrity of your submitted work. Cheating, plagiarism, and/or fabrication will be reported according to procedures outlined in the Student Code of Conduct.

It is prohibited for peers to send work to classmates, so classmates can "look over" the work. If someone is struggling, they are encouraged to attend office hours, speak with the professor or have discussions with classmates, but not to "look over" work sent by a classmate.

Rutgers Resources: This document has a compilation of resources with respect to Student Wellness; Advising, Academic Integrity; Absences, Verification and Student Support; Tutoring, Academic Coaching and Learning Support. I would recommend reviewing the document to make sure you are aware of all the resources that are available at Rutgers. You can also find a copy on Canvas under Files labelled as Rutgers Student Resources 2022.

Setting up Meetings: If you ever need to set up a time to meet with Prof. Chundawat please send a professional email that a) greets the professor, b) includes the purpose of the requested meeting and c) offers times that you are available to meet between 9 am – 5 pm during the regular work week (Monday – Friday).

COURSE MATERIAL COPYRIGHT

All course material posted on the Canvas course website is copyrighted and may not be posted on any other web site at or outside of Rutgers without permission from the course instructor. Noncompliance with this policy will be treated as a violation of the Code of Student Conduct and will be referred to the Office of Student Conduct for action.

COURSE OUTLINE & SCHEDULE

Students will be expected to complete lecture notes in class. Additional material may be distributed as pdf handouts in-class during the lecture (or made accessible via Canvas). A week-by-week schedule of the course, lecture topics, reading/video assignments and relevant lecture description is given below *(please follow announcements on the Canvas course webpage for any changes to the following schedule!). Students are advised to complete reading all assignments prior to attending the lecture to keep up with the class and do well on homework/assignments.*

Week	Location	Date	Lecture Topic & Description
1	BME 102	**11-Sep**	**Introduction to Rutgers Career Services (*Guest Speaker:* Joe Scott from Rutgers University Career Services)**
			(**Review Rutgers Career Services website before coming to lecture 1*)
2*	Zoom Online	**18-Sep**	**Professional Networking using LinkedIn (*Guest Speaker:* Ryan Zervakos from LinkedIn)**
			(**Zoom event co-hosted with AIChE to be recorded. Students should setup or polish their LinkedIn profile after lecture. Students should invite add all course speakers to their LinkedIn network as homework assignment!*)
			Zoom link: https://rutgers.zoom.us/j/93680300841?pwd=eVBKQzlnTkpRcTBtTzJUUUlyOEpyUT09
			Meeting Id: 936 8030 0841
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		09/19-09/22	Career Fair Scavenger Hunt Event: Career Fair will take place between Tuesday, September 19 - Friday, September 22 from 11:30 AM – 3:30 PM in Jersey Mike's Arena on Livingston Campus (**Post selfie pictures from event on canvas course website to get homework credit*)
3	BME 102	**25-Sep**	**Resume Writing & Critiquing Workshop (*Guest Speakers:* Joshua Grou from Merck)**
			*(*Share your resume with the instructor by 18th Sept for feedback by speaker and also bring copy of your resume either on paper or have it accessible on a computer for discussion as small teams in-class*)
4	BME 102	**2-Oct**	**Interview Tips & Mock Interview Workshop (*Guest Speakers:* Grace Herdelin from Merck)**
			(**Bring a computer to class to get feedback on LinkedIn profiles and discussing career fair experiences*)
5	BME 102	**9-Oct**	**Opportunities in the Pharmaceutical Industry (*Guest Speaker:* Dr. Sarang Oka from Hovione)**
			(**Prepare questions about the pharmaceutical industry and its relevance to ChemE professionals*)
6	BME 102	**16-Oct**	**Opportunities in Leadership Roles (*Guest Speaker:* Dr. Sonia Hartunian-Sowa from DSM)**
			(**Prepare questions about leadership roles in the industry and how to better prepare for it*)
7	BME 102	**23-Oct**	**Opportunities in Graduate School & Preparation for MS or PhD Degree Programs (*Guest Speakers:* Prof. Fuat Celik from Rutgers & Rachel Yang from Princeton)**
			(**Prepare questions about opportunities in graduate school and how to prepare for a MS or PhD degree program*)
8	BME 102	**30-Oct**	**CBE Student Alumni Panel Q&A Session (*Guest Panelists:* Alina Thokkadam from Princeton University, Antonio DeChellis from Rutgers University)**
9*	Zoom Online	**6-Nov**	**Opportunities in the Biotech & Life Sciences Industry (*Guest Speaker:* Dr. Bhargava Nemmaru from Amgen)**
			(**Zoom event co-hosted with AIChE to be recorded. Prepare questions about the biotech and life sciences industry and its relevance to ChemE professionals)*
			Zoom link: https://rutgers.zoom.us/j/93680300841?pwd=eVBKQzlnTkpRcTBtTzJUUUlyOEpyUT09
			Meeting Id: 936 8030 0841
			Passcode: 865754
10	BME 102	**13-Nov**	**Opportunities in Data Science & Computational Modeling (*Guest Speaker:* Jinwoong Nam from RU CBE)**
			(**Prepare questions about the data sciences and its relevance to ChemE professionals)*
11*	Zoom Online	**20-Nov**	**Opportunities in the Government or National Labs (*Guest Speaker:* Dr. Sonal Mazumdar from FDA)**
			(**Zoom event co-hosted with AIChE to be recorded. Review what FDA does and ask speaker about opportunities for ChemE's at the FDA)*
			Zoom link: https://rutgers.zoom.us/j/93680300841?pwd=eVBKQzlnTkpRcTBtTzJUUUlyOEpyUT09
			Meeting Id: 936 8030 0841
			Passcode: 865754
12	BME 102	**27-Nov**	**Opportunities in the Environmental Engineering & Sustainability Relevant Industries (*Guest Speaker:* Praneeth Annam from Celanese)**
			(**Prepare questions about environmental sciences, sustainability industry, & its relevance to ChemE professionals)*
13	BME 102	**4-Dec**	**Opportunities in the Petrochemical Industry (*Guest Speaker:* Carolina Radecki from Phillips 66)**
			(**Prepare questions about the petrochemical industry & its relevance to ChemE professionals)*
14	BME 102	**11-Dec**	**Opportunities in Entrepreneurial Roles (*Guest Speaker:* Dr. Karin Calvinho from RenewCO2)**
			(**Prepare questions about the renewables/carbon capture industry & its relevance to ChemE professionals)*