

**Mississippi Valley State University  
Engineering Technology**

**Course Number - ET 491**

**Course Name: Seminar**

**Instructor: Antonio Brownlow**

**Class Meeting: T 11:00a.m. – 11:50a.m.**

**Telephone Number: 254-3411**

**E-mail Address: abrownlow@mvsu.edu**

**Office Hours:**

Hours posted for class or chairs meetings which includes the following: 9:00 – 9:50 a.m. MWF, 11:00 a.m. – 12:15 p.m. MW, and 11:00 – 11:50a.m. TR, and 2:00 – 4:30 pm R are the only hours I will not be available in my office.

**COURSE DESCRIPTION**

This seminar is designed to acquaint seniors with advanced writing, and speaking skills needed to acquire and maintain desired career opportunities. This course is also designed to expose seniors to job search techniques and jobs search engines. Students will also be presented with information concerning graduate school.

**COURSE OBJECTIVE**

Upon completion of the ET 491 Seminar, students will be able to:

- Describe different transferable skills needed in all work environments
- Explain the purpose of a resume and the three different standard resume formats
- Articulate the need for networking and list the different networking websites
- Explain how to prepare for telephone and face-to-face interviews
- List the things that should and should not be worn to a face-to-face interview
- Describe the purpose of common interview questions and how to answer them
- Name different job search engines
- Explain graduate concepts that include the following: graduate requisite exam (GRE), graduate assistantship, graduate fellowship, thesis, and comprehensive exams.

**TEXTS**

A textbook for this class is not mandatory; however, students are advised to purchase a copy of Knock 'em Dead: The Ultimate Job Search Guide 2017, Martin Yates, CPC, ISBN 13: 978-1-4405-9601-8

**TEACHING/LEARNING METHODS**

The following methods will be used:

- Discussions
- Quizzes and Test
- Student Presentations
- Homework
- Lecture

- Guest Speakers

## EVALUATION AND GROUP PROCEDURES

Grades for the seminar will be calculated based on the following:

Homework	10%
Attendance	15%
Presentation	15%
Quizzes and Test	15%
Midterm Quiz	20%
Final Exam	<u>25%</u>
Total	100%

## GRADING SCALE

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 - 0

## CLASS ATTENDANCE

Regular attendance is expected. It is a sign of maturity, self-discipline, and a key to being successful. Only students with excused absence can make up graded work. Keep in mind that this class only meets one day per week for one hour; therefore, it is imperative that students come to class regularly to ensure the pass this class.

## PUNCTUALITY

Every student is expected to practice professional time management skills and report to class on time. Students who are more than three minutes late will be marked late. Students who are late three times will be assessed one absentee. Students who are later by more than ten minutes will be counted absented but will be allowed in class. Individual students who exhibit a pattern of habitual tardiness may be refused entrance to the class on the occasion of a late entrance.

**DISRUPTIVE BEHAVIOR:** Effective learning environments require the attention and positive contribution of both student and teacher. Sidebar or loud conversations, jokes, laughter, pranks, etc., between and among students in the classroom while class is in session are disruptive to the learning environment. Students disrupting the class/learning environment in such a manner are subject to sanctions per the student handbook. **CELL PHONE USAGE IS NOT ALLOWED IN CLASS. All phones must be places on vibrate or silent upon entering class.**

**PROFESSIONAL LANGUAGE/RESPECT:** Professional language, conduct, and respect for peers, the instructor, and the learning process are a basic requirement.

**MAKE-UP WORK:** Make-up work/tests are not routinely available. **No make-ups will be given for tests unless an official documented excuse is received.**

Emergencies do occur. In the event of an emergency such as illness, family responsibilities, or death in the immediate family, documentation of the situation may be requested. Upon receipt/approval of the excuse, the instructor will schedule a date to complete the test. Rescheduled exams may contain different types and numbers of questions. The same material content will be covered.

Assignments will only be accepted as called for by the instructor, on the date due. If an assignment is delivered late, a scoring penalty will be applied.

**HONOR CODE:** Any work submitted is expected to be yours. Dishonesty (cheating) in any form will not be tolerated and will be handled by your instructor following the “*Policy and Procedures on Cheating and Plagiarism*” as published in the Mississippi Valley State University Undergraduate Catalog. All tests will be monitored.

**OTHER:** All other student conduct policies are in full effect as explained in the Mississippi Valley State University Undergraduate Catalog.

**ACCOMMODATING SPECIAL NEEDS STUDENTS:** Mississippi Valley State University is committed to providing reasonable accommodations for students with a documented disability. If you feel you are eligible to receive accommodations for a covered disability (medical, physical, psychiatric, learning, vision, hearing, etc.) and would like to request it for this course, you must be registered with the Services for Students with Disabilities (SSD) program administered by University College. It is recommended that you visit the Disabilities Office located in the Social Science Building, Office 104 to register for the program at the beginning of each semester. If you are determined to be eligible after your confidential consultation, you will be provided with a Memo of Accommodations that must be submitted to each of your instructors.

For more information or to schedule an appointment, please contact Mr. Billy Benson, Jr. via phone or email at 662-254-3005 or [billy.benson@mvsu.edu](mailto:billy.benson@mvsu.edu).