

FLORIDA ATLANTIC UNIVERSITY  
COLLEGE OF ENGINEERING & COMPUTER SCIENCE  
Students to Engineering Practice (STEP) Program  
NSF CSEMS Grant No. DUE-9987066

## PROFESSIONAL DEVELOPMENT WORKSHOP SERIES

*The Professional Development Workshop (PDW) Series consists of four one-semester credit courses developed especially for participants in the STEP program. Following is information on organization of the series, PDW course requirements, and topics to be covered.*

**GOALS:** Goals of the Professional Development Workshop (PDW) Series are to

1. Help students bridge the gap between the classroom environment and the expectations and realities of the workplace
2. Provide learning and career development activities not generally available in engineering and computer science curricula
3. Prepare students for successful placement upon graduation

These goals are accomplished through activities that assist students with:

- Work and communication in teams
- Career planning
- Understanding of the corporate culture
- Development of their professional image
- Development of their leadership and communication skills
- Preparation for successful job searches and placement
- Networking with business, industry and working professionals
- Collaborative learning, socialization, and networking among STEP participants.

**OBJECTIVES, ASSIGNMENTS, AND SCHEDULES:** Course objectives and details on course activities, schedules, and student assignments are provided in the syllabus for each PDW course.

**INSTRUCTOR:** Working professionals and experts will conduct most PDW sessions. Dr. Yan Yong, Professor Civil Engineering and Dr. Sharon Schlossberg, Assistant Dean of Engineering will be the Director and Co-Director of the STEP program. Questions about course content and requirements should be addressed to them at:

STEP DIRECTOR:  
Dr. Yan Yong  
561-297-3445  
[yong@civil.fau.edu](mailto:yong@civil.fau.edu)

STEP Co-Director  
Dr. Sharon Schlossberg  
561-297-2680  
[sschloss@fau.edu](mailto:sschloss@fau.edu)

**COURSE REQUIREMENTS:** Basic requirements for the PDW series are listed below. These requirements support PDW goals and objectives and are consistent with the academic credit awarded. Demands upon student time have been duly recognized. All assignments have been carefully structured to require reasonable out-of-class effort.

- **Attendance:** Each student shall attend all PDW functions. Make-ups will be available for excused absences only. Wherever possible, make-ups should be arranged prior to the absence.
- **Portfolio:** Each student shall prepare and maintain a portfolio of his or her STEP activities and experiences. The portfolio will be submitted for review each semester, but will be the permanent property of the student. Guidelines for preparation of portfolios will be provided.
- **Progress Meetings:** Each student shall schedule and attend at least one meeting each semester (two during the first PDW semester) with Dr. Sharon Schlossberg, Assistant Dean for Student Services and STEP Co-Director. Topics of discussion will include issues related to the STEP program, to their academic studies, and to their career plans and goals.
- **Internships:** Each student shall schedule a meeting with the Office of Professional Development to plan their summer internship. This meeting should occur early in the Spring 2007 semester. Additional meetings may be required.
- **Internship Presentations:** During the second year of the STEP program, each student shall give a brief oral presentation (approximately 10-minutes) on their summer internship experiences. Team presentations are encouraged when two or more students intern at the same company or organization. Guidelines for the presentation will be provided.
- **Assignments and Other Activities:** Additional assignments and required activities are listed on the syllabus for each PDW course. Each student is expected to complete each assignment and to participate in all PDW activities.

**COURSE GRADES AND CREDIT:** Course grades of Satisfactory (S) or Unsatisfactory (U) will be based upon attendance, student participation, and performance on assigned exercises and projects. Participation in PDW courses will be shown on academic transcripts. Credit toward degree requirements shall be at the discretion of the academic program in which the student is enrolled.

**COURSE DELIVERY:** PDW class sessions will be held in the FAU Instructional TV studios and will be videotaped. A copy of the tape will be placed on file in Learning Resources in the FAU Library for future reference. Viewing of tapes does not substitute for personal class attendance, which is required.

**TOPICS AND GROUP FUNCTIONS (SUBJECT TO CHANGE):**

<b>Term</b>	<b>Group Function/Topic</b>
<b>Fall 2006</b>	<p><b>Orientation and Reception</b> Meet your fellow STEP students, STEP staff, University administrators, and community and business leaders.</p>
	<p><b>Teambuilding and Teamwork</b> Importance of teamwork; information on ways to work and communicate effectively in teams.</p>
	<p><b>Professional Portfolios</b> Use of portfolios to document and monitor your career progress and to help prepare for marketing your abilities and services.</p>
	<p><b>The Intern Experience</b> Work as a student intern: what you can expect to encounter, what will be expected of you, the value of professional experience as an intern, etc. Information on the STEP summer internship requirement will be provided.</p>
<b>Spring 2007</b>	<p><b>Developing a Career Plan</b> Thinking about the bigger picture-your career and what you want to do and accomplish. Knowing yourself. What are employers looking for? Career enhancement and maximization of personal assets; a workbook for career planning</p>
	<p><b>Effective Business Presentations</b> Learn how to present effectively and powerfully in a business setting: the significance of a powerful opening and body presence; the importance of audience preparation; how to handle and overcome stage fright; content; organization; and use of audio/visual aids.</p>
	<p><b>Corporate Culture and You</b> What is the workplace environment like; what is expected of you; what transitions are necessary between school and the workplace? Intellectual property; ethics; etc.</p>
	<p><b>Opportunities for Graduate and Professional Studies</b> Advantages of advanced studies; work vs. graduate studies as a first activity after graduation; combining graduate studies and work; financial assistance; how to select graduate schools; how to apply; the application time cycle; studies in medicine, law, business, etc.</p>
<b>Fall 2007</b>	<p><b>Organizational Meeting and Pizza Luncheon</b> Celebrate completion of your summer internship and the first year of the STEP program. Get organized for the second year of STEP.</p>
	<p><b>Marketing Yourself</b> The job search; how to best present yourself and your abilities to potential employers; matching your interests with those of employers; job search resources available.</p>
	<p><b>Student Presentations</b> Ten-minute presentations on summer intern experiences.</p>
	<p><b>Corporate Culture and You</b></p>

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	What is the workplace environment like; what is expected of you; what transitions are necessary between school and the workplace? Intellectual property; ethics; etc.
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<b>Spring 2008</b>	<b>Hit the Ground Running</b> A panel discussion with representatives from industry focusing upon how to get off to a good start in your career.
	<b>Student Presentations</b> Ten-minute presentations on summer intern experiences.
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	<b>Closing Ceremony</b> Celebrate successful completion of the STEP program with University administrators, STEP Industry Partners, and other dignitaries. Presentation of STEP awards and certificates of completion.