

BIOE 2000: Bioengineering Professional Development (1,0)

Spring 2021

Meeting Times:

Section 001: Fridays 9:05 am – 9:55 am
Section 002: Mondays 10:10 am – 11:00 am
Zoom

Instructor:

Tyler Harvey, PhD
Lecturer of Bioengineering
313 Rhodes Engineering Research Center
Email: tgharve@clemson.edu
Office Hours (via Zoom):
Tuesdays/Thursdays 9am-11am and 1pm-3pm or
By Appointment (<https://tgharve.youcanbook.me>)

Course Modality: Hybrid (Synchronous and Asynchronous) Online

Description:

Provides an introduction to the professional opportunities available for bioengineering students. Students learn best practices and prepare for a bioengineering career. To be taken Pass/No Pass only. *Preq:* Sophomore standing in bioengineering.

Specific Goals for this Course:

This seminar-based course will provide students with guidance on professional development and career management in the field of biomedical engineering. Students will be made aware of the various job opportunities that are available for biomedical engineers and will be provided with first-hand accounts of what these opportunities entail. Students will also be instructed on effective resume and cover letter development as well as best practices for technical writing and presentation techniques. A basic introduction to business and entrepreneurial concepts and terminology will also be discussed in the context of the medical device / technology industry.

Students will be able to:

1. Identify potential career opportunities within the biomedical engineering profession.
2. Recognize skills needed for biomedical engineering jobs.
3. Prepare for pre-professional and postgraduate study entrance exams.

Class Policies

1. All students are required to attend the first scheduled day of classes. Students who cannot attend the first class are responsible for contacting the instructor to indicate their intent to remain in that class. If a student does not attend the first class meeting or contact the instructor by the second meeting or the last day to add, whichever comes first, the instructor has the option of dropping the student from the roll.
2. If the instructor or teaching assistant does not come to class within the first fifteen minutes, students are authorized to leave.
3. If classes must be missed for extra-curricular activities, illness, or other reasons, the instructor must be informed prior to absence, if possible, or upon return with written

documentation from appropriate authorized official. Unexcused absences may detrimentally influence borderline grades. Consistent class attendance is strongly encouraged.

4. There is not a textbook for the course and exams will be composed based on material covered in class and resource material provided through Canvas. Students are responsible for all material posted on Canvas unless designated FYI.
5. Assignments must be returned on expected dates. Any assignment returned at a later date without having secured approval will not be graded and will result in a grade of zero (0). Approval may be secured for documented participation in university activities (athletics/student organizations) off-campus, student illness, and family emergencies.
6. Any questions pertaining to grading or requests for re-consideration of grading must be made in writing within 1 week of when the graded assignment is returned.

7. Laptop and cell phone policy

The use of laptops, smart cell phones and such is not required for this class and their use is **prohibited** during class hours. Note-taking on any of these devices including laptops will not be allowed during class. You will have unrestricted access to all teaching materials via Canvas.

Specific COVID-19 related information:

For a student who reports testing positive or is being asked to quarantine/isolate because of exposure to the virus, it will be up to the student to inform the instructor that they will be moving to online only instruction for at least the next two weeks. Students are directed to use the Notification of Absence link in Canvas to initiate this notification, which can be found under the “Help” button on the left navigation. (For courses where Canvas is not used, the direct link to the Notification of Absence form can be found through the Division of Student Affairs site.) Additional communication via email is encouraged; students should follow-up with the instructor to develop a continued plan of study for each course. Students cannot be penalized in their grade for needing to move to online instruction.

Grading Scheme:

It is expected that students will be in attendance at all lectures and will actively participate in class discussion. This course is a pass / fail course. A passing grade will be earned with a final grade of 70% (equivalent to a letter grade of C) or above. The final course grades will be determined as described below.

Course Participation	30%
Assignments (3 @ 10% each)	30%
Professional Development Activities/Leadership/Community	40%
1 token = 4% of final grade – max of 40%	
Pass (>=70%)	No PASS (<70%)

Questions regarding graded work must be submitted to the instructors in writing electronically, with the original graded work within two days following receipt of the original grade. Assignments must be received before the due date indicated on Canvas. Missing work or work turned in after the deadline will receive a grade of 0.

Academic Grievances

Academic grievances are handled by Dr. Jeffrey Appling in Undergraduate Studies. Students are advised to visit the Ombudsman’s Office prior to filing a grievance.

Communicating with Your Instructor

You have numerous ways of communicating with your instructor: phone, email, and in-office meetings by appointment.

- If you have a personal concern (such as a question about a grade), send a message to your instructor through your Clemson email account or through Canvas.
- I am here to help you, so please ask questions and seek clarification as early and as often as needed. Delay will only hinder your learning.

Minimum Technical Skills

Students are expected to have a minimum working knowledge of computers and a word processing suite to be successful in this class. You must be comfortable with your computer system and willing to deal with any problems that may arise. Lack of technical knowledge can greatly interfere with your learning a new subject. You should be able to do the following computer tasks:

- Get your password and login to your class before the semester begins (if available)
- Attach files to email messages
- Word processing tasks (type, cut, paste, copy, name, save, rename, etc.)
- Download information from the Internet
- Use a Web browser
- Scan and email pdf files from a smart-phone (if you don't have one please let me know!)

Students are expected to be comfortable accessing the Canvas course site and downloading files such as Microsoft Office documents, YouTube videos, and PDFs. In addition, students should be able to use Microsoft Office to compose written documents, spreadsheets, and PowerPoint presentations.

General Policies & Procedures

Students are expected to adhere to all policies and procedure outlined by Clemson University at: <http://www.clemson.edu/administration/student-affairs/studenthandbook/universypolicies/index.html>.

The Clemson University Academic Integrity Statement

As members of the Clemson University community, we have inherited Thomas Green Clemson's vision of this institution as a "high seminary of learning." Fundamental to this vision is a mutual commitment to truthfulness, honor, and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a Clemson degree. Therefore, we shall not tolerate lying, cheating, or stealing in any form.

A simple definition of plagiarism is when someone presents another person's words, visuals, or ideas as his or her own. The instructor will deal with plagiarism on a case-by-case basis. The most serious offense within this category occurs when a student copies text from the Internet or from a collective file. This type of academic dishonesty is a serious offense that will result in a failing grade for the assignment as well as the filing of a formal report to the University.

See the [Undergraduate Academic Integrity Policy](#) website for additional information about academic integrity and Clemson procedures and policies regarding scholastic dishonesty.

Email Communication

Because of privacy regulations, University faculty and staff may email students only through Clemson email. Therefore, you must use your Clemson email account in this course for all email communications. Check your Clemson account at least three times per week for important messages.

COVID-19 related information for in-person classes:

While on campus, face coverings are required in all buildings and classrooms. Face coverings are also required in outdoor spaces where physical distance cannot be guaranteed. Please be familiar with the additional information on the Healthy Clemson website, such as the use of wipes for in-person classes. If the instructor does not have a face covering or refuses to wear an approved face covering without valid accommodation, students should notify the department chair. If a student does not have a face covering or refuses to wear an approved face covering without valid accommodation, the instructor will ask the student to leave the academic space and may report the student's actions to the Office of Community & Ethical Standards as a violation of the Student Code of Conduct. If the student's actions disrupt the class to the extent that an immediate response is needed, the instructor may call the Clemson University Police Department at 656-2222.

Student Disability Services

Student Disability Services coordinates the provision of accommodations for students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Reasonable and specific accommodations are developed with each student based on current documentation from an appropriate licensed professional. All accommodations are individualized, flexible, and confidential based on the nature of the disability and the academic environment. Housing accommodations for a disability or medical condition are also coordinated through this office.

Visit the Student Disability Services website for location, contact information, as well as official policies and procedures. You can also visit this link for additional details:
<http://www.clemson.edu/campus-life/campus-services/sds/about.html>

Students requiring an accommodation can call Student Disability Services (SDS): sdsl@clemson.edu or 864-656-6848 or visit <http://www.clemson.edu/campus-life/campusservices/sds/about.html>.

Academic Support Services

Students may access a variety of academic support services to support your learning in the classroom. Here are links to services available:

- Academic Success Center <http://www.clemson.edu/asc/staff.html>
- The Writing Center <http://www.clemson.edu/centers-institutes/writing/>
- Clemson Online Library Guides <http://libguides.clemson.edu/distanced>
- Online Library Resources <http://www.clemson.edu/library/>
- Academic Advising <http://www.clemson.edu/academics/advising/index.html>
- Registrar <http://www.registrar.clemson.edu/html/indexStudents.htm>

Copyright Notice

The materials found in this course are strictly for the use of students enrolled in this course and for purposes associated with this course; they may not be retained or further disseminated. Clemson students, faculty, and staff are expected to comply fully with institutional copyright policy as well as all other copyright laws.

The Clemson University Title IX (Sexual Harassment) Statement

Clemson University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender, pregnancy, national origin, age, disability, veteran's status, genetic information or protected activity (e.g., opposition to prohibited discrimination or participation in any complaint process, etc.) in employment, educational programs and activities, admissions and financial aid. This includes a prohibition against sexual harassment and sexual violence as mandated by Title IX of the Education Amendments of 1972. The University is committed to combatting sexual harassment and sexual violence. As a result, you should know that University faculty and staff members who work directly with students are required to report any instances of sexual harassment and sexual violence, to the University's Title IX Coordinator. What this means is that as your professor, I am required to report any incidents of sexual harassment, sexual violence or misconduct, stalking, domestic and/or relationship violence that are directly reported to me, or of which I am somehow made aware. There are two important exceptions to this requirement about which you should be aware:

Confidential Resources and facilitators of sexual awareness programs such as "Take Back the Night and Aspire to be Well" when acting in those capacities, are not required to report incidents of sexual discrimination.

Another important exception to the reporting requirement exists for academic work.

Disclosures about sexual harassment, sexual violence, stalking, domestic and/or relationship violence that are shared as part of an academic project, a research project, classroom discussion, or course assignment, are not required to be disclosed to the University's Title IX Coordinator.

This policy is located at <http://www.clemson.edu/campus-life/campus-services/access/title-ix/>. Ms. Alesia Smith is the Executive Director for Equity Compliance and the Title IX Coordinator. Her office is located at 223 Holtzendorff Hall, phone number is 864.656.3181, and email address is alesias@clemson.edu.

TENTATIVE OUTLINE – BIOE 2000 Spring 2020

Sec 1	Sec 2	Synchronous?	TOPIC (Subject to Change)
1/8/21	1/11/21	Yes	Introduction and Course Definition/Expectations Clemson University Bioengineering – History and People
1/15/21	1/18/21		No Class– MLK Holiday
1/22/21	1/25/21	Yes	Undergraduate Curriculum/Advising Searching for Jobs/Internships/Co-Ops
1/29/21	1/31/21	No	Recorded Lectures/Participation Assignment
2/5/21	2/8/21		No Class – Professional Development Opportunity ASSIGNMENT #1 (DUE 2/19 or 2/22)
2/12/21	2/15/21	Yes	Study Abroad Creative Inquiry and Undergraduate Research
2/19/21	2/22/21	No	Recorded Lectures/Participation Assignment
2/26/21	2/29/21		No Class– Professional Development Opportunity ASSIGNMENT #2 (DUE 3/8 or 3/12)
3/5/21	3/8/21	Yes	Communication Skills Time Management/Working in Teams
3/12/21	3/21/21	No	Recorded Lectures/Participation Assignment
3/19/21	3/15/21		No Class - SPRING BREAK
3/26/21	3/28/21	Yes	GRE/MCAT/FE Exams Bioengineering Career Options
4/2/21	4/5/21	No	Recorded Lectures/Participation Assignment
4/9/21	4/12/21		No Class– Professional Development Opportunity ASSIGNMENT #3 (DUE 4/16 or 4/19)
4/16/21	4/19/21	Yes	Co-Op/Internship/Career Panel
4/23/21	N/A		No Class – Course Evaluation TOKEN SHEET DUE

Note: Course outline may be subject to minor revisions as needed to allow sufficient time for each topic.

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Professional Development Activities Involvement Log

NAME: _____

ELIGIBLE ACTIVITY*	NB Token/event	Description
Officer in student organization and/or professional society (e.g. uCBS)	4	
Committee member in student organization and/or professional society (e.g. uCBS)	3	
Professional society membership (e.g. uCBS, SFB, Tau Beta Pi, others)	2	
Organizer of outreach activities on campus	3	
Academic support on campus (e.g. PAL)	3	
Meet with your faculty mentor	2	
Outreach activities – K-12 (semester long)	4	
Creative Inquiry participation/CI	4	
Attending DEN event (1 token per event – outside CI)	1	
Attending BIOE Lunch & Learn event (1 token/event)	2	
Other professional development activity to be approved by instructor of record before beginning of activity; token to be assigned based on activity involvement	TBD	
TOTAL TOKENS -		

1 token = 4% of final grade (40% maximum)

Return the completed token log with appropriate material to verify each activity participation by April 23, 2021 11:59pm. For token to be counted as acceptable, supporting material must be attached. For Other Activity, please contact the Instructor of Record before beginning the activity

Signature _____ Date _____

HONOR CODE: _____ Date _____