

**CTC/MTC 301**  
**Professionalism in the Workplace**  
**Coordinator: Jayne Baran**

**Time: Tuesday 6-8 pm**  
**Classroom: G225**  
**Fall 2015**

**Course Description:**

Topics include lifelong learning; professional, ethical and social responsibilities; respect for diversity and a knowledge of contemporary professional, societal and global issues; and a commitment to quality, timeliness, and continuous improvement.

**Credit Hours: 2**

**Student Outcomes:**

- h. Understand the need for, and an ability to engage in, self-directed continuing professional development.
- i. An understanding of and a commitment to address professional and ethical responsibilities including a respect for diversity.
- j. A knowledge of the impact of engineering technology solutions in a societal and global context.
- k. A commitment to quality, timeliness and continuous improvement.

**Required Text:**

C.B. Fledderman, Engineering Ethics, 4<sup>th</sup> edition, Prentice Hall, 2012, ISBN 10: 0-13-214521-9

**Recommended Materials:**

Pearson Business Reference and Writer's Handbook, Prentice Hall, 2010, ISBN-10: 0-13-514053-6,  
ISBN-13: 978-0-13-514053-6

**Office Hours and Contact Info:**

See <https://people.sunyit.edu/~barans/>  
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**Topics and Projects:**

<b>Topics:</b>	<b>Description</b>	<b>Hrs</b>	<b>Assignments/Projects</b>
1	Professionalism	4.0	Presentation/Resume
2	Tools (Teams, Communication)	4.0	
3	Ethics	4.0	Presentation
4	Globalization	4.0	Presentation
5	Professional Development	4.0	Presentation
6	Cultural Diversity	2.0	Presentation
7	Continuous Improvement	2.0	Presentation
	Project Presentations	2.0	
	Mid-Term/Final	4.0	

## Methods of Evaluation:

### **Homework:**

Homework shall be submitted electronically in PDF format and submitted on Blackboard. There is no provision for make-up of homework assignments. A missed homework assignment is a zero and will be factored into the final grade.

### **Examinations:**

There will be one midterm and one final exam scheduled during the semester. Both exams are take-home and will be submitted on Blackboard in PDF format. Generally, no make-up test will be given except for medical emergencies or other valid reasons for which prior approval has been obtained.

### **Projects:**

Applied presentations and reports emphasize teamwork and communication, as well as the application of industry-standard word-processing, spreadsheet, and presentation software. The need for professionalism and excellence is reinforced through the requirement for assignments to be completed on time and in a neat and well-organized manner.

### **Attendance/Participation:**

Students are expected to attend every class period and have homework and project assignments completed and ready to present. A missed class does not excuse responsibility for the work covered in class and the homework assignments. Students will be held to the standards set forth in the *Student Handbook*, stated as the College's "Code of Academic Conduct."

Homework	20%
Presentations	20%
Midterm	20%
Final Exam	20%
Participation & Attitude	10%
Service Project	5%
E-Portfolio	5%

## Code of Conduct:

Students are referred to the Student Handbook for SUNYIT's current Code of Academic Conduct regarding plagiarism and other inappropriate academic activities.

## Cancellation of Classes:

Due to Inclement Weather: SUNYIT has a 24-hour snowline to announce class cancellation due to severe weather. This snowline will only announce school closure or cancellation of ALL classes. On-campus, it may be reached by dialing ext. 7669 ("SNOW"). Off campus, dial 792-7385. School closure will also be broadcast on radio and television in the Utica, Syracuse, and Albany areas. Individual class cancellation will be available online at: [www.sunyit.edu](http://www.sunyit.edu) quick link "cancelled classes."

## Accommodations for Students with Disabilities:

In compliance with the Americans with Disabilities Act of 1990 and with Section 504 of the

Rehabilitation Act, SUNY Polytechnic Institute is committed to ensuring educational access and accommodations for all its registered students seeking access to meet course requirements and fully participate in programs or activities. SUNY Poly students with documented disabilities and medical conditions are encouraged to request these services by registering with the Disability Services Office and discussing their need for accommodations. For information or an appointment contact Suzanne Sprague, Disability Services Coordinator, at the Disability Services Office, located in room B101 Kunsela Hall or by phone (315) 792-7170; or email [Suzanne.sprague@sunyit.edu](mailto:Suzanne.sprague@sunyit.edu).

### References:

“Ethics, Technology and Engineering,” Ibo Van De Poel and Lamber Royakkers, Wiley-Blackwell, 2011.

“Engineering Your Future,” Stuart Walesh, ASCE Press, 2000.