Assignment List

1) <u>Resume & Cover Letter</u> – Students write a resume and cover letter for an EE job opening found on the web.
Read: L.F. Ch 1, 2, 13, 18, 19

2) <u>1 minute Oral summary of technology</u> – Students give a 1 minute summary of advantages and disadvantages of particular technology in mock meeting. Example: each student describes environmental impact of one source of energy.
Read: L.F. Ch 3, 8, 17,

3) <u>Web, student home page</u> – Each student will create their own web site that includes material in html, PowerPoint, and video from this class. We expect that this web site will be expanded for use in other classes, creating a student portfolio that they can use to "advertise themselves" at graduation. Web sites will be private unless specifically posted publicly by the students.
Read: L.F. Ch 16

4) <u>PowerPoint ECE Current Topic</u> – Formal 5 minute presentation (individual) using power point about a current ECE topic. The technical level of this presentation should be for an undergraduate EE/CE audience. Activities include critical listening and feedback.
Read: L.F. Ch 15, 17

5) <u>Team Agreements</u> – Formal team training / assessment / conflict resolution / meeting management. Team project is the technical tutorial below.
Read: L.F. Ch 20

6) <u>e-mail proposal for Video technical tutorial</u> – Short e-mail proposal for Assignment 7.
Read: L.F. Ch 6, 18

7) <u>Web Video technical tutorial</u> – Teams of 5 students will prepare a formal presentation using power point. The topic is a technical tutorial on anything related to EE/CE, and the audience level is EE/CE undergraduates. Topics may include how to use a piece of lab equipment, do a specific mathematical derivation, use a particular circuit design, run a piece of software, etc. These tutorials will be videotaped and placed on the student's websites.
Read: L.F. Ch 4, 5

8) <u>Web, html summary of technical tutorial</u> – One-page summary (or recipe) for material presented in video tutorial. Students who have seen the video will use the summary for quick reference.
Read: L.F. Ch 10, 12, 14, 16