Assignment List and Reading

1) Resume & Cover Letter – 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) Team Agreements – Each student team will create a list of team agreements governing their interactions. Team project is the technical tutorial, Assignment 7, below.
   Read: L.F. Ch 20

3) Proposed PowerPoint ECE current topic – Each student will propose a current topic in the field of electrical and computer engineering for a formal 5-minute (individual) oral presentation using PowerPoint, (see HW 6).

4) Mock meeting, technology summary – Each student team will deliver a series of 2-minute talks in a mock meeting in which they try to persuade a boss that development of a particular technology is a good investment. The instructor will assign the topics.
   Read: L.F. Ch 3, 8, 17,

5) Web, student home page – Each student will create their own web site that includes material in html, PowerPoint, and the poster 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 15, 16

6) PowerPoint, ECE Current Topic – 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

7) E-mail, proposal for technical Poster – Short e-mail proposal for Assignment 7.
   Read: L.F. Ch 6, 18

8) Technical Poster – Each student team will prepare a poster describing recent research in the field of electrical and computer engineering. These posters will be presented to the class and may be placed in hallways in the building at the end of the semester.
   Read: L.F. Ch 4, 5, 9, 11, 12, 14, 15, 20