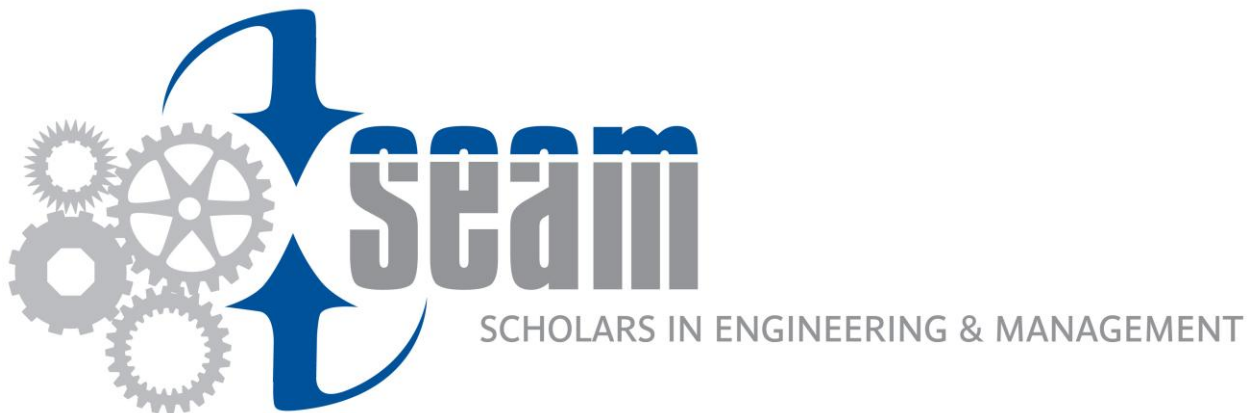


COLLEGE OF ENGINEERING
&
GATTON COLLEGE
OF BUSINESS AND ECONOMICS

SCHOLARS IN ENGINEERING AND
MANAGEMENT

STUDENT HANDBOOK
2011-2012



Welcoming Remarks

Welcome to the SEAM Honors Program. We are very pleased that you are here and look forward to working closely with each of you. Participation in this program will afford you opportunities and insights above and beyond the normal curriculum. You have been chosen based on past academic performance as well as a careful review of your extracurricular activities; we hope your excellence in both areas is an indication of good time management skills. You will need those! Through SEAM, your visibility in the job market will be enhanced, or maybe you will be encouraged along an entrepreneurial path with some of your SEAM cohorts. You will gain valuable and demonstrated communication, teamwork, and leadership skills. We will encourage you to expand your horizons and expand these abilities. We hope SEAM provides an always enjoyable opportunity for you to invest in yourself.

Mission, Goals, and Values

SEAM Mission:

SEAM is for exceptional business and engineering students who seek to develop a comprehensive understanding of the modern business practices and technological developments that drive today's global economy. Its intent is to develop visionary business and technological professionals, well-equipped to confront the challenges facing tomorrow's business leaders. The SEAM program is a cohorted, honors and enrichment program. SEAM courses are designed such that business students will learn about applied technologies, and engineering students will gain exposure to current, best practices and perspectives in business. Students are challenged to work in cross-functional teams with other high achieving students.

SEAM Goals:

- a. Develop an appreciation of engineering and business perspectives. For example, engineers are concerned with design and manufacturability while managers are concerned with budget and marketability.
- b. Gain significant exposure to modern business organizations.
- c. Develop leadership and professional skills.
- d. Develop the ability to communicate effectively and work in cross-functional teams.

In pursuit of these goals, the Gatton College and Engineering College value:

- Academic excellence
- Self-discovery and creativity
- Sustained commitment to excellence
- Professionalism
- Teamwork
- Diversity of opinion, ethnicity, and experience
- Mutual Respect

Policies & Standards

- This handbook is designed to acquaint Gatton and Engineering students enrolled in the SEAM Program with the benefits of participating in this program, as well as the standards expected of them. The handbook is also available on the internet. It is the student's responsibility to become aware of its contents.
- The information provided and the program outlined in this handbook are not intended to be all-inclusive and do not constitute a contract. As with any academic program, the Colleges reserve the right at any time to add to, modify, or revoke any of the regulations and policies contained in this handbook.
- Information concerning academic issues is provided in the University of Kentucky Bulletin (<http://www.uky.edu/Registrar/Bulletin.htm>). The Dean of Students office also provides a student handbook (<http://www.uky.edu/StudentAffairs/Code/>) that sets out your rights and responsibilities. We strongly encourage all students to visit both of these sites and become familiar with the policies and procedures that will guide your academic career at the University of Kentucky.

Special Curriculum & Cohorted Classes

Each semester, you will enroll in a specially designed class and/or a special section of a course reserved for you and your SEAM cohort. The coursework is intended to cultivate your self-discovery and develop in you a sustained commitment to the excellence necessary to lead people in today's business and engineering environments. Creating cohorts allows us to provide you a small classroom environment led by some of our top faculty members. The strong social networking within your cohort is an opportunity for you to develop friendships and partnerships that may last a lifetime. Keep in mind that you will have to schedule other coursework around these special class times. Your academic advisor will assist you each semester as you schedule your classes. Following are the current SEAM course requirements that are in addition to your regular UK/College curriculum:

Business Students:

Freshman Year	Fall	Spring
	<ul style="list-style-type: none"> • UK 101 Introduction to UK and the College • EGR 120 Technology Blessing or Curse 	<ul style="list-style-type: none"> • Intro to the Business Enterprise • ECO 201 Microeconomics • ACC 201 (for those with 30 or more hours)
Sophomore Year		
	<ul style="list-style-type: none"> • EGR 220 Intro to the Engineering Enterprise Project Management • ECO 202 • ACC 201 or 202 	<ul style="list-style-type: none"> • MGT 390 Entrepreneurialism • ACC 202 (for those who haven't taken it previously)
Junior Year	<ul style="list-style-type: none"> • Internship/Co-op 	<ul style="list-style-type: none"> • ME 503 Lean Systems
Senior Year		
	<ul style="list-style-type: none"> • Global Supply Chain 	<ul style="list-style-type: none"> • SEAM Capstone Design

Engineering Students: Each semester will include a specific SEAM course that you attend with your cohort of engineering and business students. Those courses are listed below. As always, the four year engineering format is misleading. Engineering students usually complete degrees in five years. Thus your academic advisors and SEAM director will work with you for more detailed curriculum information. At some point in this curriculum, you will want to enjoy an internship, summer position, or alternating co-op arrangement with one of our [Corporate Champions](#).

Please contact Donna Hewett (dhewett@engr.uky.edu) for further information on how these courses fit into your specific major.

Freshman Year	Fall	Spring
	<ul style="list-style-type: none"> • EGR 120 Technology: Blessing or Curse 	<ul style="list-style-type: none"> • Intro to the Business Enterprise
Sophomore Year		
	<ul style="list-style-type: none"> • EGR 220 Intro to the Engineering Enterprise 	<ul style="list-style-type: none"> • MGT 390 Entrepreneurialism
Junior Year		
	<ul style="list-style-type: none"> • GEO 255 Geography of the Global Economy 	<ul style="list-style-type: none"> • ME 503 Lean Systems
Senior Year		
	<ul style="list-style-type: none"> • Global Supply Chain 	<ul style="list-style-type: none"> • SEAM Capstone Design

Academic Expectations

As members of the SEAM Honors Program you are held to high standards and expected to maintain better than average academic records. Academic problems may indicate that the added opportunities and expectations of SEAM are not within your time management parameters. Please consult with academic or SEAM advisors if academic problems occur. Expected minimum earned grade point averages for SEAM students are the following:

End of First Year = 3.0 cumulative UK GPA

End of Second Year = 3.2 cumulative UK GPA

End of Third Year through Graduation = 3.4 (business)/ 3.3 (engineering) cumulative UK GPA

Academic Probation:

Students who do not earn the required GPA will be placed on SEAM probation the following semester. At that point, you must schedule regular (at least one/month) advising appointments with your academic advisor to discuss ways to help you become more a more successful student. You may be placed on SEAM probation a total of two times during your academic career. Students earning less than the required GPA and failing to return to good academic standing after one semester of probationary status will be asked to drop the extra requirements of SEAM and concentrate on their respective academic program. If a student who is advised to drop the program wishes to appeal that decision, he/she may do so by writing a letter addressed to the Associate Dean of Undergraduate Affairs of his/her respective college.

Code of Conduct/Honor System

The members of the Gatton College and College of Engineering Communities believe that a fundamental objective of the Colleges is to provide the students with a high-quality education while developing a sense of ethics and social responsibility. We believe that mutual trust and respect is an integral part of the learning process and that self-discipline is necessary in this pursuit. We also believe that any instance of dishonesty or lapse of professional standards hurts the entire community. It is with this in mind that we have set forth a Student Honor Code for the SEAM Program:

Membership in the SEAM Program is a privilege earned by students who have demonstrated a sustained commitment to academic excellence in an engaging learning environment. You will enjoy unique opportunities to serve as young leaders in the Colleges, and you are expected to act as role models for other Gatton and Engineering students. SEAM students are expected to embody the professional values and standards of the program.

Academic Integrity

We trust that all students at the University of Kentucky will adhere to the academic standards set forth in the University's Student Code of Conduct, and SEAM students are no exception. As SEAM students, we empower you to hold yourselves and each other to the utmost of academic honesty and integrity. If anyone feels that a fellow SEAM student is not upholding these values, please discuss it with the SEAM co-directors. If any SEAM student is found guilty of academic dishonesty (in accordance with the University's Student Code of Conduct), he or she will automatically be placed on SEAM probation for one semester. Any appeals of such a decision should be addressed in letter form to the Associate Dean of Undergraduate Affairs in that student's respective college.

Professional Values and Standards

As a program, we also believe in the value of mutual respect from all persons- faculty, staff and students alike. We pledge that our faculty and staff will treat you with the utmost of respect and expect you to also exemplify professionalism and respect to the faculty, staff and each other. Proper classroom decorum is an important part of your educational experience, and we trust that you will come to class prepared and engaged. Because you will represent SEAM and the University as a whole on several occasions (i.e. site visits or corporate visitors, internships, other campus organizations), we also expect you to espouse these values throughout campus and in the greater community.

Professional Dress & Behavior

As members of the SEAM program you will experience unique networking opportunities such as site visits, internships, career fairs, etc. It is critical that you realize the importance of representing yourself well in these types of situations. Be prepared and ready to ask questions. First impressions do matter!

- Appropriate business casual attire:

Male students: Khaki pants or trousers, button down shirt, closed toed shoes, and a belt.
Female students: Khaki pants, trousers, or skirt that is no more than three inches above the knee, and a blouse. No flip flops.

- Appropriate business professional attire:

Male students: Suit, button down shirt, tie, closed toed shoes, and a belt.
Female students: Suit, blouse, and closed toed shoes.

*If you have any questions about whether or not your attire meets these standards please ask a SEAM director or fellow SEAM student. Better safe than sorry!

Professional Development

Experiential Education and SEAM

One of the most eye-opening and valuable experiences you will have as a college student is working in your field as an intern or cooperative education student. For engineering students

there is an option to initiate a three-term, alternating cooperative education program during the junior year or an internship after the sophomore or junior year. Gatton students generally initiate internship positions during the fall or spring of the junior year, but can also acquire internships any summer after the sophomore year.

Engineering SEAM students wishing to co-op should check with their SEAM advisor and the Director of Cooperative Education to review their options no later than the beginning of their sophomore year. Engineering students may also participate in internships as an alternative to a cooperative education experience. Internships in the form of part-time jobs can be very challenging and require excellent time management skills. Both part-time positions and the alternating co-op format will usually result in a five-year degree program. Summer internships are the most difficult to find, but do not require schedule accommodations. *(Our statistics show that the majority of engineering students graduate in five years as opposed to four. This number is with or without a three-term alternating co-op plan.)*

It is required that **business students** complete an internship or co-op experience in order to earn a SEAM certificate. If the student is unable to participate in an internship during their junior year, they may opt for a summer internship before the beginning of their junior fall semester, or before the senior fall semester. Business students should seek the input of their advisor prior to making a decision. The new Graham Office of Career Management in Gatton will be available to assist all students their pursuit of an internship or co-op experience, and we ask that all business SEAM students work with this office as they plan their internship.

The best strategy for finding your internship or co-op rotation is to take advantage of the frequent opportunities you have as a SEAM student to impress prospective employers. (who will already be impressed with SEAM students as a group) As part of the SEAM program you will have opportunities for site visits and will have the chance to hear from many corporate speakers who visit your SEAM classes. You will also be required to attend two campus career fairs per year – well armed with a good resume and ready to ask the correct questions. The SEAM directors and co-op office will assist you throughout each of these opportunities.

Leadership Development

As members in the SEAM program, you will gain the skills necessary to become the next leaders in our colleges and beyond. Throughout your studies on campus, you will be urged to participate in activities and events for continued leadership growth. SEAM students are required to participate in events for both colleges and attend “Coffee Talks” with special guest speakers who share their professional expertise and advice. In addition to the required activities and events, we anticipate that you are committed to your own leadership development and will seek additional opportunities.

Event Attendance

Students in the SEAM program are expected to attend events throughout the school year. Over the course of the year, some events will be mandatory while others are optional. Mandatory events students can expect are listed below:

- Freshman orientation or reorientation for SEAM upper classmen
- Coffee Talks (1per semester) (approx. 2hrs)
- Site Visits (at least one/year)
- Career Fairs related to your respective college
- Professional Development workshops and seminars (designated by year in program)

Suggested programs we encourage you to attend are:

- Additional Coffee Talks and Site Visits! (we will offer several each semester)
- Etiquette Dinner (fall semester)
- Career Center Programs
- Campus Lectures and events (i.e. Chellgren Lecture, Hall of Fame)
- Extreme Interviewing (spring semester)

In addition, there will be several opportunities for SEAM students to gain leadership experience through serving and volunteering with the program throughout the year. Events such as recruiting new students, assisting with College Days and helping with Merit Weekend are just a few ways that you can gain valuable leadership skills while giving back to the SEAM program.

Civic Engagement and Service

All successful corporations are contributing members of their communities; they recognize the importance of corporate and civic responsibility, including serving and engaging through philanthropy, materials donations, and employee time for volunteer service. As the world gets smaller, we are recognizing the need for interdependence, collaboration and communication across differences. Stepping out of your comfort zone and engaging in community outreach is one way to build the skills for meeting such needs. Further, as you develop a resume, any and all service activities will, without question, be noted on that document.

We require that SEAM students complete at least 10 hours of service per academic year. You may serve in a variety of ways, depending on your interests and passions, including volunteering for college programs, for a campus organization (such as the VIP, Violence Intervention and Prevention, Center) or working with a non-profit in the local community. The Co-Directors of SEAM are always more than happy to assist you in your pursuit of an outreach opportunity. We will also plan opportunities for us to serve together as a SEAM community, such as volunteering for a Habitat build, at the local Catholic Action Center, participating in Race for the Cure, etc. Below are merely a few suggestions of the many opportunities to serve and make a difference:

- Attending College recruiting functions and/or trips
- Serving on a planning committee for a College event
- Participating in Merit Weekend advising conferences
- Tutoring in Ingles Hall

- Volunteering on campus for the VIP Center or The OUTsource (LBGTQQA resource center)
- Tutoring children at an after school program
- Working at the Catholic Action Center or other program that helps the homeless
- Volunteering with Habitat
- Organizing a team for a fundraiser (such as Race for the Cure, Light the Night, Relay for Life, etc.)
- Volunteering at a local animal shelter/humane society
- Volunteering at a local library
- Volunteering with UK FUSION

The Center for Community Outreach on campus is the best resource for students who would like to get involved by serving others. This organization helps place student volunteers and organizes numerous special events and outreach programs. Please visit them in the Center for Student Involvement (bottom floor of the Student Center), call them at 859-257-1109 or view them on the web at: www.ukcco.org.

We encourage SEAM students to work together on service projects, but you are not required to do so (but working together is a great team builder and is just more fun!). At the end of each academic year, we will ask that all SEAM students provide us (co-directors) with a brief statement of what you have done throughout the year for your service and engagement. This will provide us a great opportunity to show SEAM's commitment to the greater good and to making a difference. Because SEAM is a program built on trust and integrity, we use the honor system with service requirements and trust that all students will complete at least 10 hours each year. It is our hope that students will be inspired to engage in even more than this!

SEAM Program Contacts

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The advisory council members serve as executive decision makers to the SEAM program. Faculty and staff representatives from engineering and business are listed below:

- Fazaleena Badurdeen, Mechanical Engineering
- Ken Calvert, Computer Science
- Sally Foster, Graham Office of Career Management
- Nancy Johnson, Management
- Scott Kelley, Associate Dean, Gatton College of Business & Economics
- Bill Maloney, Civil Engineering
- Kim Sayre, Engineering Career Services
- Ikenna Uzuegbunam, Management

- Leslie Vincent, Marketing
- Bruce Walcott, Center for Manufacturing, Associate Dean, College of Engineering