

# FAQ for ENGR 294/394 Engineering Seminar

## What is ENGR 294/394?

ENGR 294/394 is a seminar class devoted to an exploration of topics in engineering. Seminars will cover areas such as the practice of engineering design, non-technical issues in engineering practice, engineering graduate studies, and aspects of engineering analysis. Students will receive transcript recognition for [ENGR 294](#) if they attend eight (8) seminars before being admitted to a BSE concentration and will receive transcript recognition for [ENGR 394](#) if they attend eight (8) seminars after being admitted to a BSE concentration. Plant tours and technical society meetings may be substituted for seminars upon approval.

Seminars are scheduled on a variety of times and days to give maximum flexibility to students. There are typically 10-15 seminars each semester. Students need to attend at least 8 the first 2 years of school and 8 the last 2 years. 2 seminars per semester is a good pace to fulfill the requirement. ENGR 294 and 394 are considered to be in-person classes.

**Students are expected to be on time and stay for the entire duration of the seminar.**

## What is the purpose of this seminar program?

The seminars are designed to expose students to the wide variety of careers available to an engineering major as well as inform students about some of the latest technology being used in industry.

## How do I submit my completed seminar sheets?

Seminars are being reported via an assignment in the MS Teams site for your graduation class. You can submit them anytime, but they will be processed at the end of each semester.

1. Scan all your 8 Seminar attendance salmon color sheets into a single PDF file. (If you attended some seminars online, submit the pdf confirmation e-mail from the form you filled out).
2. **File name must be your name as follow: First\_Last.pdf**
3. "Attach" and "turn in" the pdf file in the assignment before the due date at the end of the semester.

Once the file has been acknowledged, your assignment will show a 100 point grade. Keep in mind that although the tally of seminars will not be completed until the last week of school, early submittals are encouraged.

To check on the grade, click on "grades." Your grade should be 100/100 after the seminars you submitted are recorded.

## When are seminars due?

ENGR294 is a requirement to be admitted in the Engineering program, students should submit their seminars before the end of the Sophomore year. Students are encouraged to submit their seminars as soon as they complete them using the assignment available every semester in the MS Teams site for their graduation year. **The due date is the last day of classes for each semester.**

ENGR394 is an academic requirement for graduation, students should submit their seminars before the end of their Senior year. Students are encouraged to submit their seminars as soon as they complete them using the assignment available every semester in the MS Teams site for their graduation year. **The due date is the last day of classes for each semester.**

## Are Seminars video-recorded?

Seminars are not recorded. This is done to protect the intellectual property and confidential information the presenter may share.

## What is the attendance policy for ENGR 294/394?

ENGR 294 and 394 are considered to be in-person classes. **Students are expected to be on time and stay for the entire duration of the seminar.**

## Do I need to stay for the entire seminar to receive credit?

If you do not stay for the entire seminar, you will not be eligible for credit for that seminar.

Based on the expectations from the [Guidelines for Professionalism](#) handbook that all engineering students signed in ENGR 101, Students are encouraged to be prompt and professional for any seminar they attend, regardless of department. If you want to attend but cannot stay for the whole seminar let Prof. Groenenboom know.

## What if I am a transfer student or have changed my major to engineering after first semester freshman year?

If there is a special circumstance, you will need approval from Prof. Groenenboom, the seminar coordinator, for this requirement to be waived or partially waived.

Contact Professor Groenenboom through the chat feature in Microsoft Teams to discuss your situation. You will need to include documentation for any changes approved when you submit your seminar sheets in Teams.

Refer to the first question in this document for more details about engineering seminars.

## What if I lost my seminar sheets?

If you lost the proof of attendance, then you will need to attend another seminar to make it up. Students are encouraged to scan their seminar sheet as soon as they are completed so that if they are lost, you will always have a digital copy to submit.

## What if I am an athlete and this conflicts with my practices or games?

ENGR 294/394 are academic requirements. Athletics are an extra-curricular activity. ALL coaches know about this requirement and should be able to work with you to find times where you may attend. Athletes should plan ahead and attend extra seminars in the 'off season' so that when you are in season you don't have to worry about it. There are always a few seminars that are scheduled at different times of day and days of the week to help you plan and schedule seminars around practices.

## What if I am in a music ensemble?

ENGR 294/394 are academic requirements. The music department is aware of this requirement for engineering majors and will excuse you from practices during a semester if needed to complete this requirement. There are always a few seminars that are scheduled at different times of day and days of the week to help you plan and schedule seminars around practices.

## What if an extra-curricular activity conflicts with seminars?

ENGR 294/394 is considered a class and therefore attendance is a priority. There are always a few seminars that are scheduled at different times of day and days of the week to help you plan and schedule seminars around other commitments.

## Is seminar attendance required to graduate?

This is an engineering department requirement listed in the catalog found [here](#) must be completed in order to graduate.

## How do I know where the schedule is?

We make our best efforts to schedule seminars well in advance (2 months or more), but sometimes we get last minute additions or cancellations. Information about seminars is constantly updated and communicated in multiple ways.

1. There is a web page with the schedule listed. <https://calvin.edu/academics/departments-programs/engineering/events/seminars/> .
2. Seminars are announced regularly in the Calvin Engineering E-news community in Viva Engage/Yammer and in the Microsoft Teams for each graduation class. Students are expected to read these announcements to be informed.
3. Posters are in various locations around the Science and Engineering buildings, outside of Professor Groenenboom's office, and outside the Engineering office.
4. Search the words *Calvin engineering seminar* online and you'll find the web page listed above.
5. Subscribe to the Outlook Calendar – Engr. Dept. Seminars & Events.
6. Monitors in the DeVries Hall and Engineering Building Atriums will have upcoming seminars.

## Are there other opportunities outside of Calvin's engineering department that I can attend to gain seminar credit?

Yes! The most common would be through an event sponsored by a professional engineering society, such as SWE, IEEE, ASME, ASCE or NSBE. All requests of this nature should be at **least TWO weeks in advance** of the event and emailed to Prof. Groenenboom. To be fair to other students, these opportunities should be open to other students and the content should be technical content or engineering career related. We will generate seminar attendance sheets or forms for students attending to get credit for attendance.

## What about seminars sponsored by other departments on campus? Can I just attend one of those and get credit?

There are times when another department has a seminar with a topic that overlaps engineering. When that happens usually, we know about it and make the information available to all students. If you learn about a seminar you think might apply, please contact Prof. Groenenboom. She will investigate and let you know. All requests of this nature should be at least two weeks in advance of the event. We will generate seminar attendance sheets or forms for students attending to get credit for attendance.

## What if I have an idea for a seminar topic or know someone who would be a good speaker?

Contact Prof. Monica Groenenboom through the chat feature in Microsoft Teams. We love to hear ideas from students and learn about possible new speakers.

## Who do I talk to about a question not on the FAQ sheet?

Contact Prof. Monica Groenenboom through the chat feature in Microsoft Teams.