

MSE608B – Leadership of Engineering Professionals & High-Tech Firms
CSUN – Fall 2023, Ticket 16862 – Saturday 1:00 p.m. – 3:45 p.m., Room: JD-1555

Instructor Ghassan “Gus” H. Elias: BS/MS; Industrial/Manufacturing Systems Engineering.
- Expertise: Engineering Consulting, Decision-Making, Facility Planning, Risk & Cost Analysis. Industrial Safety and Material Control: global certification programs for commissioning electronic & pneumatic devices in General (Non-Hazardous) Locations, Hazardous ‘Classified’ Areas and Potentially Explosive Atmospheres.
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- Faculty Office: JD-3308; Office Hours: Saturday, 12:00-12:50 p.m.
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TEXTBOOK

No textbook is assigned to this course. All assignments will require online research and reading business/management related periodicals.

Pertinent course material and the PPT lecture slides will be available on CANVAS.

CSUN CATALOG - COURSE DESCRIPTION:

Advanced study of the leadership attributes, skills, theories, and concepts required for high-tech companies in today’s rapidly changing workplace. Study of special considerations in the management of engineering professionals, including selection, performance, termination and conflict situations.

COURSE OBJECTIVES:

This course is designed to enhance the student’s understanding of:

1. Administrative tasks required of engineering managers and gain exposure to best practices for accomplishing those tasks.
2. Intrinsic and extrinsic motivators that affect technical employees and the tools leaders of engineers can use to keep employees motivated and engaged.
3. Methods of persuasion for effectively communicating a wide range of information to any audience.
4. The intellectual discipline of engineering and technology management.

***** This course syllabus is your contract with the CECS, MSEM and the instructor. Students must read the syllabus thoroughly and adhere fully to ALL of the stated terms and listed guidelines. No Exceptions! *****

NOTE #1: Activate **and** use **solely** your CSUN email address for ALL academic correspondences. Do not use your personal email address to communicate with the instructor. Messages from non-CSUN email addresses will **NOT** be acknowledged. Instructor will only utilize SOLAR’s email database to communicate with class members.

NOTE #2: The last day to drop classes is **15-Sep-2023**. Students must initiate this process; **not** faculty. Failure to formally drop a course will result in a “WU” grade which is equivalent to “F”, affecting detrimentally your GPA.

STANDARD OPERATING PROCEDURES:

1. Class members are expected to maintain personal and professional standards consistent with the Code of Ethics of the national Society of Professional Engineers, the Preamble and Fundamental Canons of which are as follows:

Engineering is an important and learned profession. As members of this profession, engineers are expected to exhibit the highest standards of honesty and integrity. Engineering has a direct and vital impact on the quality of life for all people. Accordingly, the services provided by engineers require honesty, impartiality, fairness and equity, and must be dedicated to the protection of the public health, safety, and welfare. Engineers must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct. Engineers, in the fulfillment of their professional duties, shall:

- *Hold paramount the safety, health and welfare of the public.*
- *Perform services only in areas of their competence.*
- *Issue public statements only in an objective and truthful manner.*
- *Act for each employer or client as faithful agents or trustees.*
- *Avoid deceptive acts.*
- *Conduct themselves honorably, responsibly, ethically, and lawfully so as to enhance the honor, reputation, and usefulness of the profession.*

2. Students must take **ORIGINAL NOTES** and submit **ORIGINAL WORK** only.
3. Class members are expected to **attend ALL class sessions, promptly & entirely.**
4. Class members are **responsible** for the course material, reading assignments, class presentations, discussions, and practice problems.
5. ***Tardy/Late submissions are unacceptable.....NO EXCEPTIONS!***
6. Class members **will** always be **considerate & respectful** to their colleagues.
7. Pagers, Cellular Phones, Alarms, etc...***MUST BE TURNED OFF*** during class.
8. **IMPORTANT:** The use of PC laptops, mobile phones, video recorders, cameras and/or internet-ready devices during the exams, quizzes and class lecture sessions is strictly prohibited. The exchange of notes, calculators and/or textbooks during the exams and quizzes is also prohibited. Violation of this policy will result in the student's dismissal from the class and the issuance of an "F" grade for the course. **No EXCEPTIONS !!**



EVALUATION & GRADING: plus/minus grading is used – refer to Page 7 for more info.

15% - Special assignments and presentations --- **Late submission is not allowed!**

Class participation & prompt attendance are mandatory.

30% - Midterm Exam: open book & notes, calculator, **no neighbors.**

20% - Group Research/Term Project.

35% - Final Exam (**Comprehensive**): open book / open notes, calculator, **no neighbors.**

NOTE: ONLY ORIGINAL WORK & NOTES ARE ALLOWED!

Letter-Grade Scale (NO CURVING!):

((Refer to the last page for more information on the criteria grading.))

$A \geq 92$	$88 \leq A- < 92$	$85 \leq B+ < 88$
$80 \leq B < 85$	$78 \leq B- < 80$	$75 \leq C+ < 78$
$70 \leq C < 75$	$68 \leq C- < 70$	$60 \leq D < 68$
		$F < 60$

***** Course grades are due by 22-Dec-2023 *****

Note:

By the third-fourth week into the semester, groups consisting of 4-to-6 members will be formed on a random basis. Group research assignments will be given throughout the semester along with a final term project.

Class presentations should be expected.

Attend ALL lectures promptly --- Be motivated.

Academic Dishonesty:

Academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form at California State University Northridge. All students involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension and/or expulsion from the University.

“Cheating or plagiarism in connection with an academic program at a CSU campus is listed in Section 41301, Title 5, California Code of Regulations as an offense for which a student may be expelled, suspended or given a less severe disciplinary sanction.

Academic dishonesty is an especially serious offense and diminishes the quality of scholarship and defrauds those who depend on the integrity of the University’s programs.” Please consult university policy regarding plagiarism and the consequences.

<https://catalog.csun.edu/policies/academic-dishonesty/>

Any student caught cheating or plagiarizing in this class will receive a zero for the assignment and may be referred to the dean’s office for additional consequences.

Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person. The instructor reserves the right to submit your papers to [turnitin.com](https://www.turnitin.com) for identifying papers containing unoriginal material.

COURSE SCHEDULE

This is a **TENTATIVE** syllabus. Depending on the progress of the course material, the syllabus (dates, topics, assignments & exams) *may change* if deemed necessary.

Week	Topic Area
1-	Course/Subject Introduction Introduction to Engineering Management Concepts
2-	☺☺☺ No Class Instruction --- Labor Day /// Holiday Weekend ☺☺☺
3-	Communication Skills and Techniques for Engineering Professionals --- Groups Formation
4-	Leadership & Motivation --- Assignments for Group Term Projects
5-	Business Paradoxes & Aphorisms (a concise statement of a scientific/business principles)
6-	Leadership Skills versus Management Styles & Approaches /// Servant Leadership
7-	Development of Control Systems *** Project Status Report Due***
8-	Innovation versus the Prevailing Mindset
9-	Midterm Exam (30%) Open Book & Open Notes Selected Material
10-	Midterm Exam Graded & Returned --- Overall Review Organizational Structures & Administrative Policies (hiring, training, evaluation, firing, etc.)
11-	Management Leverages & the Competitive Environments/Marketplaces
12	☺☺☺ No Class Instruction --- Veterans Day /// Holiday Weekend ☺☺☺
13-	Business Obstacles, Emotional Intelligence & Mindset
14-	☺☺☺ No Class Instruction --- Thanksgiving Day /// Holiday Weekend ☺☺☺
15-	Selected Group Presentations PPT (ALL members)
16-	Selected Group Presentations PPT (ALL members) Course Review & Wrap-up ***Term Project Final Report Due***
17-	FINAL EXAM (35%) -- Comprehensive Material /// Open Book & Open Notes Saturday, 16-Dec-2023: 12:45 pm – 2:45 pm

For Your Information: Grade Evaluation Criterion

* A grade range of A to A- is reserved for work that is exceptional. This means that it (1) is professional and reflects the writer's/s' careful consideration of audience and purpose; (2) shows perfect to near-perfect understanding of the necessary concepts and analytical tasks; (3) where appropriate, it shows the capacity to think creatively or to see implications beyond the immediate scope of the question; (4) contains all necessary information (invention); (5) is arranged in a logical manner (6), is memorable; (7) delivery is visually appealing; and (8) is free of mechanical errors and is formatted as specified. Work must be flawless to attain an A/A-. Work with minor flaws that is nonetheless excellent in other ways will earn an A-.

* A grade in the B range means that the work is acceptable at the graduate level (B- range) to very good (B/B+). This work satisfies all (B+) or most (B/B-) of the requirements of the question & research tasks, shows the capability to think beyond the task by relating it to other areas of knowledge in or outside of the course; is neatly presented and shows above-average use of academic English. If the work is decently written, is formatted basically correctly, and covers most of the required content, but has several minor flaws or one major flaw, the grade is B-.

* A grade in the C range means that the work, while covering much of the required ground, does not show graduate-level analytic and expressive ability. That is, major and minor items may be missing or incorrect; and while the language may communicate most points adequately, it does not qualify as above-average academic work.

* A grade in the D range shows that the work does not, overall, achieve an acceptable level of coverage of the requirements AND/OR the language is insufficient to make the writer's points understandable to the reader. The content may be either incorrect to an unacceptable degree, or very incomplete.

* A grade of F indicates that so little of the required content is covered that grading the paper is an exercise in futility. It may mean that very major points have clearly not been grasped or have been misunderstood by the student. An F may also indicate that the ideas are expressed in such a way that they are not at all understandable to the reader. A grade of F is also awarded when assigned work is not handed in, or not handed in by the set deadline.