

**GATTON COLLEGE OF BUSINESS  
AND ECONOMICS**

**&**

**COLLEGE OF ENGINEERING**

**SCHOLARS IN ENGINEERING AND  
MANAGEMENT**

**STUDENT HANDBOOK**

**2009-2010**

## Welcoming Remarks

Welcome to the SEAM Program. We are so very pleased that you are here and look forward to working closely with each of you over the next four years. We are preparing our students to be World Ready – Ready to collaborate and compete with anyone, anytime, anywhere. This preparation is particularly relevant to the SEAM program. It is designed to differentiate you in the in the high technology environment by making you academically and professionally prepared to work in a multidisciplinary teams. It will not always be easy. Over the next four years we will push you to expand your horizons and expand your abilities. We will require you to do things that you would never choose to do on your own but we believe you will value those experiences over the long run. We plan to work you hard. We expect much of you. The challenge for you during these exciting times is to keep the final goal in mind: an education that has made you ready for a career that leverages your ability to collaborate in the new economy. These programs provide a unique opportunity for you to invest in yourself. In the end, we believe that you will be pleased with the results.



Nancy Brown Johnson, Associate Dean  
Gatton College of Business & Economics



Larry Holloway, Chair Department of  
Electrical & Computer Engineering

## Mission, Goals, and Values

### SEAM Mission:

The Scholars in Engineering and Management (SEAM) program is a highly selective program. It is for exceptional freshman business and engineering students who seek to develop a comprehensive understanding of cutting-edge 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 four year cohorted enrichment program designed to enhance and complement business or engineering majors. The program places such individuals in an integrated, mutually beneficial environment where students learn from, and foster intellectual growth in, one another. Led by an interdisciplinary faculty, business students will learn about applied technologies and engineering students will gain exposure to current, best practices and perspectives in business. As a SEAM Scholar, you are eligible to enroll in specially designed courses that

will challenge you to excel and expand your professional horizons by working in cross-functional teams with select other high achievement-oriented students.

SEAM Goals:

- a. Develop an appreciation of engineering and business perspectives
- b. Develop the ability to communicate effectively and work in cross-functional teams
- c. Gain knowledge and exposure to high technology environments
- d. Develop leadership and professional skills

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 & Regulations**

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. Ignorance of a policy or regulation will not be considered an excuse for failure to meet our expectations and performance standards.**

The information provided and the regulations and policies outlined in this handbook are not intended to be all-inclusive and do not constitute a contract. The Colleges reserve the right at any time to add to, modify, or revoke any of the regulations and policies contained in this handbook without notice.

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.

## **Professional Development**

### **Experiential Education and SEAM**

Students pursuing degrees in Engineering may wish to participate in cooperative education during their junior and senior year or an internship after their sophomore year. The SEAM program has accommodations for students to participate in co-op, but some alterations to the students' schedule might have to be made, depending upon program particulars and desired co-op assignment. 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 placement. Again, students should seek the input of their advisor and the co-op director or career center if registering for an academic internship prior to making a decision.

Students pursuing degrees in Business must participate in an internship during their junior year 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, but after their sophomore spring semester or after their junior year, but before the senior fall semester. The SEAM program will work with the student to locate an internship depend upon the desired field of work. Students should begin planning for their internship nine months to one year in advance of their desired placement. Business students should seek the input of their advisor prior to making a decision.

## Special Curriculum & Cohorted Classes

SEAM students enroll in special courses designed specifically for their program, including Introduction to Leadership and New Solutions Studio. The coursework will 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.

Each semester, you will enroll in specially designed classes and/or special sections of courses reserved for students in your program. Creating cohorts allows us to provide you with a small classroom environment led by some of our top faculty members. You will also undoubtedly enjoy strong social networking with the other members of your program as a result of this experience. Keep in mind that you will have to schedule other coursework around these special class times.

### Business Students:

Freshman Year	Fall	Spring
	<ul style="list-style-type: none"> <li>• UK 101 (introduction to UK and the Colleges)</li> <li>• EGR 199 (Technology: Blessing or Curse)</li> </ul>	<ul style="list-style-type: none"> <li>• BE 120 (Leadership)</li> <li>• ECO 201 (Microeconomics)</li> <li>• ACC 201 (for those with 30 or more hours)</li> </ul>
Sophomore Year		
	<ul style="list-style-type: none"> <li>• EGR 599 (Engineering Enterprise)</li> <li>• ACC 201 or ACC 202</li> <li>• ECO 202</li> </ul>	<ul style="list-style-type: none"> <li>• COM 281 (Communications in small groups)</li> <li>• MGT 301</li> <li>• ACC 202 (for those who haven’t taken it previously)</li> </ul>
Junior Year		
	<ul style="list-style-type: none"> <li>• Internship/Co-op</li> </ul>	<ul style="list-style-type: none"> <li>• ME 503 (Lean Systems)</li> </ul>
Senior Year		
	<ul style="list-style-type: none"> <li>• From Concept to Market</li> </ul>	<ul style="list-style-type: none"> <li>• New Solutions Studio</li> </ul>

## Engineering Students:

Freshman Year	Fall	Spring
	<ul style="list-style-type: none"><li>• UK 101 (introduction to UK and the Colleges)</li><li>• EGR 199 (Technology: Blessing or Curse)</li></ul>	<ul style="list-style-type: none"><li>• BE 120 (Leadership)</li><li>• ECO 201 (Microeconomics)</li></ul>
Sophomore Year		
	<ul style="list-style-type: none"><li>• EGR 599 (Engineering Enterprise)</li></ul>	<ul style="list-style-type: none"><li>• COM 281 (Communications in small groups)</li></ul>
Junior Year		
	<ul style="list-style-type: none"><li>• Internship/Co-op</li></ul>	<ul style="list-style-type: none"><li>• ME 503 (Lean Systems)</li></ul>
Senior Year		
	<ul style="list-style-type: none"><li>• From Concept to Market</li></ul>	<ul style="list-style-type: none"><li>• New Solutions Studio</li></ul>

## Leadership Development

As members in the SEAM program, you will gain the skills necessary to become the next leaders in our colleges. For example, you may participate in a Leadership Retreat during your first semester on campus that will set the stage for your personal and professional growth. Throughout your studies on campus, you will be expected 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 expertise and advice. In addition to the required activities and events, we expect 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 options will be given for you to choose from.

Mandatory events students can expect are listed below:

- SEAM Retreat
- Coffee Talks (1per semester) (2hrs)
- Career Fairs related to your respective college
- Professional Development workshops and seminars (designated by year in program)
- Etiquette Dinner
- One of the following: Chellgren Lecture, Hall of Fame in Engineering or Business

## Service to the Gatton and Engineering Colleges

As an important part of your leadership development, SEAM students must participate in a few designated key out-of-class activities each semester, such as a ropes course, Kickoff event, and Coffee Talks. SEAM students are also required to complete at least 20 hours (10 hours per semester) of service specifically for the Gatton College and Engineering College each year. Service hours may not overlap with community service activities required for class, and all service activities must be pre-approved by the directors of your program. You will be provided with a variety of opportunities during the course of the academic year to serve the Colleges. Of the 20 hours required: 8 hours (4 hours per semester) will be mentorship based, 4 hours (2 hours per semester) will be spent helping our SEAM service organization, and 8 flexible hours (4 hours per semester) can be obtained by additional help to our service agency or other approved hours.

During each service activity, you are responsible for submitting your hours of service online. You must maintain accurate records of your service activities, and submit hours to your program director as you complete activities throughout the academic semester in order to receive credit for the service.

Examples of approved service activities include

- attending College recruiting functions and/or trips
- serving on the executive committee for a College club or organization
  - worth one hour per month
- co-teaching a business section of UK 101
- volunteering in the Undergraduate Resource Center (URC)
- serving on a planning committee for a College event
- serving as a GatCat
- helping organize or facilitate check-in for Engineering or Business Career Fairs
- helping with academic fairs
- participating in Merit Weekend advising conferences
- tutoring in Ingles Hall
- Social Activity planning
- Preview Nights(2per) (4hrs 2<sup>nd</sup> year)
- Recruitment Receptions (2-3 per) (4 Hours)
- E-Day
- Hosting Students (1 per) (tour (1 hr) vs. Overnight (4 hrs))
- Website/ Calendar of Events
- Facebook (scholarship link)
- Historian(video/photographer)

## **Code of Conduct/Honor System**

The members of the Gatton and College of Engineering Communities believe that the 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 trust 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 and an engaging learning environment. You will be provided with 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 programs. Failure to do so may result in expulsion from the program and possible further disciplinary action by the University.

### **Professional Values and Standards**

#### **Respect**

You should exemplify professionalism through showing respect and courtesy to each other, the faculty, staff and wider University community.

#### **Integrity**

Trust, support, and collaboration are the keys to your success. Your actions must be consistent with our values and reflect high standards of integrity.

### **Professional Dress & Behavior**

You should exhibit professional behavior within the colleges and beyond by working vigorously to meet your obligations and program expectations in all situations, including participation in other campus organizations, class, internships, education abroad programs, and community service projects.

As members of the SEAM program you will experience unique networking opportunities that other students may not have until they are juniors or seniors. It is important that you realize the importance of representing yourself well in these types of situations. First impressions do matter! You will be expected to attend functions as part of your leadership development (e.g. Gatton's Hall of Fame Recognition Ceremony, Recruitment Dinners, the Business and Engineering Career Fairs and Coffee Talks, Dr. Pepper Social Hours, Chellgren Lecture, E-Day), that will require that you wear business casual or business professional attire.

- 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, it probably does not. If in doubt, ask your classmates or SEAM coordinators for their opinions.

### **Academic Honesty**

As previously indicated, a program objective is to foster ethical values and a sense of social responsibility. In accordance with these objectives, students are expected to act according to the highest ethical standards.

In the academic environment, ethics are manifested by students gaining an unfair advantage over other students through academic misconduct. Academic misconduct is any act that does or could improperly distort student grades or other student academic records. Such acts include but need not be limited to the following:

- Possessing, using or exchanging improperly acquired written or verbal information in the preparation of any essay, laboratory report, examination, or other assignment included in an academic course;
- Substitution for, or unauthorized collaboration with, a student in the commission of academic requirements;
- Submission of material that is wholly or substantially identical to that created or published by another person or persons, without adequate credit notations indicating authorship (plagiarism);
- False claims of performance or work that has been submitted by the claimant;
- Alteration or insertion of any academic grade or rating so as to obtain unearned academic credit;
- Deliberate falsification of a written or verbal statement of fact to a member of the faculty so as to obtain unearned academic credit;
- Forgery, alteration or misuse of any institute document relating to the academic status of the student.
- Turning in the same work for more than one assignment.
- Failure to report a serious violation of the honor code by another student to the Honors Council.

While these acts constitute assured instances of academic misconduct, other acts of academic misconduct may be defined by the professor.

Note also that the University has detailed procedures for cases of academic misconduct (see: <http://www.uky.edu/StudentAffairs/Code/part2.html>) as well as for violations of the student code of conduct (see: <http://www.uky.edu/StudentAffairs/Code/part1.html#>). Because students in the SEAM program are held to higher standards than the student population at large, they may be dismissed from these programs by the Honor Code Council for infractions that may not result in sanctions under university procedures.

### **Code Violations**

The code of conduct applies to all SEAM students. In order for an Honor Code to function, members of the Gatton and Engineering Colleges must not tolerate violations of it by anyone. Community members are at their discretion to use either of the following options to report suspected Honor Code violations:

1. A student may simply desire to confront the fellow student with the perceived infraction. While this option is the most likely to enact widespread change in attitude and behavior among students (because violators would understand that they are violating the trust of their peers and not some abstract body of people), it is still expected that an alleged violator be taken before the Honor Code Council if he or she persists in academic misconduct.
2. A student may choose to approach the professor of the class in which the alleged infraction occurred and seek his or her input on how to proceed. A result of a conference of this type would be the professor's awareness that the alleged violator needs closer monitoring to ascertain reasonable certainty of guilt before being brought before the Honor Code Council.
3. A student may choose to seek the advice of the Directors of the SEAM Program. Meetings with the Directors of the SEAM program shall address issues of policy and procedure only. Specifics of an individual case are not to be discussed. After a consultation with the Directors of the SEAM program, a student may choose to submit a formal accusation of academic misconduct to the Associate Dean for Undergraduate Affairs to be referred to the Honor Code Council.
4. If the above action plans do not resolve the honor code violation, a student should submit a formal accusation of academic misconduct. Engineering students would submit this to Dean Sweigard and business students to Dean Johnson.

Alleged violations of one or more of the professional values and standards detailed in the above sections will be adjudicated under the Honor Code Council.

### **Honor Code Council**

The Honor Code Council consists of four students (two engineering and two business) per cohort elected by the students of the SEAM program and approved by the Associate Deans for Undergraduate Affairs along with four faculty appointed by the Associate Deans for Undergraduate Affairs. Cases are heard by panels of two students and two faculty members. Should any member of the council be involved in an incident under investigation by the council either as a charged or charging party, they will be recused

from the proceedings and an alternate will be selected by the Associate Deans for Undergraduate Affairs.

The allegation of an offense should be brought in writing to the Directors of SEAM or the Associate Dean of Undergraduate Affairs in either college. If the charge involves an infraction that is also an academic offense then the charge must be brought by the course instructor. Disciplinary action for the Academic Offense will proceed through the prescribed University channels. The Honor Council will only rule on actions that affect the SEAM student's status within the program and not on disciplinary action involving infractions of the University's Code of Conduct.

The council may not take any disciplinary action against a student without a formal hearing where the charged party has been given at least one week's notice about the charges levied against them and an opportunity to attend the hearing and offer testimony and other evidence that they believe relevant to the case. The student will be notified of the alleged honor code violation via UK email within seven days of knowledge of the alleged offense. A hearing date will be scheduled within one to three academic weeks (weeks in which classes are in session), unless the Honor Council is waiting on a ruling from a faculty member or University Council.

The Council may determine that a violation of the code has occurred wherever a preponderance of the evidence supports such a determination. Actions of the Council in finding violations and determining appropriate disciplinary action require a simple majority vote.

Confidentiality is expected from all individuals serving on the Honor Council. Violation of confidentiality will result in removal from the council and expulsion from the program in which the person is involved.

Sanctions of the Council for violations of professional values and standards include, but are not limited to, the following:

- Written Warning
- Service Hours
- Removal from the program
- Other options to be determined by the council

Either party to an honor code violation may appeal to the Associate Deans of Undergraduate Affairs. The petitioner should submit a written appeal with reasons for the appeal within seven days of receiving notice of the Honor Code Council's decision. The written appeal should include the reasons for the appeal. The decision of the Associate Deans is the final resolution regarding the honor violation.

## **Amendments**

Amendments to the code of conduct may be implemented with a majority vote of the Honor Code Council. Suggestions for amendments to the code may be presented to the Honor Code Council at anytime.

## **Academic Expectations**

As members of the SEAM program, you are held to higher standards than other students within the Gatton College of Business and Economics and the College of Engineering. Gatton students must maintain a 3.4 UK cumulative grade point average (GPA) to remain in good standing with the program. Engineering majors must maintain a 3.3 UK cumulative GPA to remain in good standing with the program. Students earning less than the expected 3.4 (business)/3.3 (engineering) cumulative GPA are still in good academic standing if you meet the minimum standards outline below:

<u>Academic Status:</u>	<u>Minimum GPA to remain in the program:</u>
End of First Year	3.0 cumulative UK GPA
End of Second Year	3.2 cumulative UK GPA
End of Third Year – Graduation	3.4 (business)/ 3.3 (engineering) cumulative UK GPA

## **Academic Probation**

Students must maintain a 3.0 their first year, a 3.2 their sophomore year, and a 3.4(business)/3.3(engineering) the remainder of their college career. You may be placed on program probation a total of two times during your academic career.

Students earning less than the required GPA and students failing to return to good academic standing after one semester of probationary status can be dismissed from the program without an option to return.

Students on program probation must:

- Attend at least 8 hours of supervised study time
- Schedule regular advising appointments with your academic advisor
- Submit academic progress reports three times over the course of the semester

## **Academic Appeals Council**

Students who do not meet the minimum cumulative GPA requirements at the end of each academic calendar can be dismissed from the program without an option to return. Students have the right to appeal to remain in the program. The appeals committee meets three times each year. A student can file an appeal to remain in the program no more than two times. Appeals documents can be obtained from the program director.

## **Program Contacts**

### **SEAM Program**

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## **Advisory Council**

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

- Nancy Johnson, Associate Dean for Undergraduate Students
- Jane Wells, Accountancy
- Darrin Gulla, Economics
- Steve Skinner, Marketing
- Leslie Vincent, Marketing
- Ikenna Uzuegbunam, Management
- Ram Pakath, Decision Science and Information Systems
- Larry Holloway, Chair of Electrical and Computer Engineering
- Fazleena Badurdeen, Dept. of Mechanical Engineering.
- Ken Calvert, Dept. of Computer Science
- Bill Maloney, Dept. of Civil Engineering
- Rick Sweigard, Mining Engineering
- Bruce Walcott, Center for Manufacturing, (and Assoc. Dean for Commercialization and Economic Development)