

MET 100
Introduction to MET Course

Week 1: Succeeding in college

- Attending class - an essential part of succeeding in college
- Punctuality - is a great way to show how serious you are and will allow you to be prepared when class starts and prevent you from missing out on valuable information given out in class.
- Study habits, Time Management, & Planning – Plan on allowing at least as many hours for studying as you have class time; ex: if you spend 5 hours a week in class, plan on spending an additional 5 hours a week studying, doing assignments, writing lab reports, etc.. Schedule time for studying and homework – don't just try to fit it in (work first-play later), get cooperation from your family and friends.
- Course load – do not take more than 18/20 credit hours per semester. 12 credit hours and above is full-time. Don't overload yourself so much that you do poorly in your classes. Do take a reasonable course load or it will take an excessive amount of time to graduate.
- Study groups - Form a study group to help motivate and help each other (1-4 hours a week).
- Tutors - Any student enrolled at Cincinnati State Technical and Community College may receive free tutoring assistance. The Success Center is in room 261 of the main building. Their phone number is (513) 569-1614
- Note taking – effective note taking is an important skill that college students need to be successful.
- Faculty office hours – all full-time faculty have 10 office hours per week each week. If you need help or have questions make an appointment to meet with your instructor – we are here to help you succeed.
- Grade point average and what it means – You must maintain a 2.0 GPA to remain an active student. Below 2.0 you will be on probation.
 - A = 4.0
 - B = 3.0
 - C = 2.0
 - D = 1.0
 - F = 0.0

Exercises:

- ***Students create a realistic schedule for a typical week. Include classes, work, commuting, studying, homework, family, sleep, recreation, etc..***
- ***Take notes from a short video***
- ***Calculate GPA***

MET 100 Assignment #1

Create a schedule for all of your activities for one week using this semester's class schedule as a starting point. Include the following in your schedule:

- Class time
- Sleeping time
- Eating time
- Work schedule
- Family time
- Homework and studying time
- Play time
- Commuting time
- Etc...

MET 100 Assignment #2

Calculate your GPA if you got the following grades:

"B" in English (3 cr hrs)

"C" in Math (4 cr hrs)

"A" in CAD (3 cr hrs)

"B" in Psychology (3 cr hrs)

"B" in Intro. To MET (2 cr hrs)

Week 2 & 3: Applying for a job

- Resume writing
 - Rules, examples, formatting, spelling, grammar
 - Letter of application
 - References
 - Students will produce a resume
- Interviewing
 - Appearance
 - Clothing, footwear, grooming, etc.
 - Behavior
 - Punctuality, eye contact, bring resume, NO CELLPHONES, Thank you
 - Accepting/declining a job offer
 - Practice interviews
 - Drug testing

Exercises:

- ***Create a resume for someone famous/historic***
- ***Write a letter of application for a job advertisement from Monster.com***
- ***Create a resume for themselves***
- ***Create a reference list for themselves***

- **Week 4 & 5: Co-operative Education**

- Invite co-op coordinator to speak to the class
- Advantages of co-op
- Co-op deadlines
- Co-op eligibility
- Types of co-op jobs
- Companies that hire co-ops
- Researching companies
- Timelines for co-op process
- Place Pro Software
- Co-op reports
- Expectations of co-op students
 - Punctuality, tardiness, timeliness of work, following instructions
 - Dress, grooming, cell phone use

Exercises:

- ***Write a paper on the advantages of co-op***
- ***Research the names of several local companies that students would like to work for***
- ***Research a company (fill out a questionnaire) and write a letter to them***
- ***Update resumes***

Week 6: The MET Program

- METD & METM Curriculum
- Accreditation
- Course load
- CNC Certificate
- MET vs. ME degree
- Assoc./BS/MS/PhD degrees
- Transfer agreements
- Other colleges
- Meet the faculty
- Software students will learn
 - AutoCAD, Inventor, Work, Excel, Powerpoint, etc.
- GPA
- Academic probation
- Tutoring
- Faculty office hours
- Computers and file management

Exercises:

- ***Create a List of all courses in their curriculum and list the pre-requisites from each course.***
- ***Create a plan for how/when they will complete their degree (schedule of when they will take the courses for the next two (or more) years.***
- ***Write an essay about their plans after graduation.***

Week 7: Financing a College Education

- The financial aid office
- Internal Scholarships
- External Scholarships
 - Web resources
- Filling out the FAFAS
- Scholarship applications
- Letters of recommendation
- Reference list

Exercises:

- ***Write a letter of recommendation for themselves***
- ***Fill out a scholarship application***
- ***Apply for FAFSA pin and bring in proof***
- ***Fill out the FAFSA and bring in proof***

Week 8: Post graduation options

- Continue with education
 - Why life-long learning is important
 - Transferring to another school
 - Potential schools
 - Local and national universities
- Full-time employment
 - Finding a full-time job
 - Succeeding at your job

Exercises:

- ***Research ___ number of schools that students would like to attend and either write a paper about them or fill-out a questionnaire about those schools***
- ***Research job opportunities for MET graduates...***
- ***Research the salaries of MET assoc./ BS degree graduates***

Week 9: MyCstate

- Blackboard
 - Assignments
 - Grades
 - Sending email
- Email
 - Grammar
 - Spell check
 - Signature
- Academic audit
 - Viewing and interpreting
- Registering for classes
 - Planning, selecting and registering for classes

Exercises:

- ***Print out an academic audit on themselves and interpret it***
- ***Create an actual schedule for their next semester's classes***
- ***Blackboard assignment (quiz, check grades, etc.)***

Week 10 & 11: Microsoft Office

Microsoft Word

- Creating, editing, formatting, saving, and printing a document.
- Spell check, thesaurus, etc.
- Font, spacing, underlining, bold, centering, page numbers, etc.
- Managing different versions of Word

Exercises:

- ***Write a short essay, spell check, grammar check, set font, spacing, underline, bold, centering, page numbers, etc...***

Microsoft Powerpoint

- Creating, editing, formatting, saving, and printing a presentation.
- Spell check, thesaurus, etc.
- Font, spacing, underlining, bold, centering, page numbers, etc.
- Colors, backgrounds, etc..
- Transitions
- Adding photos, videos, etc.
- Adding page numbers
- Creating hard copies
- How to make a good presentation
 - Number of words per slide
 - Keeping it interesting
 - Length of presentation/number of slides

Exercises:

- ***Create a presentation and present to instructor and then to the class after editing***

Week 12 & 13: Microsoft Excel

- Creating spreadsheets
- Formatting
 - Column width
 - Row height
 - Print area
 - Centering
 - Headings
 - Outlining/underlining cells
- Making Calculations
- Sorting data
- Creating graphs from data
- Producing professional looking output

Exercises:

- ***Editing a spreadsheet***
- ***Creating a spreadsheet***
- ***Creating graphs***
- ***Making calculations***
- ***Formatting, etc.***

Week 14: Lab Reports

- Basic requirements
- Format
 - Introduction
 - Data
 - Calculations
 - Analysis of data
 - Results
 - Conclusions
- Have students produce a lab report from demonstration and data given to them

Exercises:

- ***Have students collect data from a simple experiment and then produce a lab report***

Week 15: Ethics

- Lecture of professional ethical issues with examples of past/current issues especially as they relate to engineers
- Case studies on ethical issues

Exercises:

- ***Students will write a paper (presentation?) on a current ethics issue and how to deal with it***

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