EE 2440
Circuit Analysis With Lab

Fall 2011

Course Syllabus Document

Instructor: Mr. H. J. Kearny

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The instructor reserves the right to deviate from the content specified in this document and all other course materials as circumstances may require.

EE@UTA

Department of Electrical Engineering
The University of Texas at Arlington

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1) *Structural Overview*

Course Name:	**Circuit Analysis With Lab**					
Course ID:	**EE 2440**					
Course Instructor:	**H. J. Kearny, Office ELB 210, 817-272-3601, kearny@uta.edu**					
Section	***Section Type:***	***Room***	***Day***	***Time***	***Instructor***	***Teaching Assistants***
001	**Lecture**	***TBA***	**TR**	**09:30 – 10:50**	**Mr. H. J. Kearny**	***TBA***
002	**Lab**	**129A NH**	**R**	**17:00 – 19:50**	**Mr. H. J. Kearny**	***TBA***

Room locations, times of personnel formal office hours, office locations, telephone numbers, e-mail addresses, and scope of assistance is available on the document available at the "Class & Office Hours" link on instructor's Faculty Home Page web site.

Required Text:

Hambley, Allan R., *Electrical Engineering Principles and Applications*, 5th Ed., by Prentice Hall © 2008; ISBN-10: 0-13-213006-8, ISBN-13: 9780132130066.

Prerequisites:

Passing grade (A, B, C) in MATH 2425 and in PHYS 1444.

It has been observed, that students lacking the prerequisite background encounter extreme difficulty in the pursuit of the subject matter. Accordingly, pursuant to departmental review and concurrence, instructor's policy is to drop from this course any student NOT meeting prerequisite requirements.

Catalog Course Description:

For non-electrical engineering majors. Basic circuit concepts of R, L, and C components. Kirchhoff's laws, network analysis, loop and node equations, topology, basic network theorems. Steady-state A-C phasor analysis, operational amplifiers, filtering and digital circuits. Concurrent laboratory experiments complement lecture topics.

Course Objectives – Student Learning Outcomes:

This course serves engineering students majoring in an engineering field other than Electrical Engineering for the purpose of learning the fundamentals of electric circuit theory. Upon successful completion of the course, students will have gained the following knowledge and skills:

- ***To understand and use Ohm's Law, the Passive Sign Convention and Kirchhoff's laws.***
- ***To understand the physical nature of the various electric circuit elements, including v-I relationships, energy and power.***
- ***To perform node voltage analysis and mesh current analysis on electric circuits.***
- ***To perform first-order transient analysis on R-L and R-C circuits.***
- ***To analyze circuits that use operational amplifiers.***
- ***To use the phasor domain to analyze ac circuits with ideal transformers and calculate the transfer of real and reactive power and the apparent power and power factor.***
- ***To analyze analog and digital filters for signal processing.***

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2) *Internet Resources*

Class Materials Served Via Web Site

Your instructor's Faculty Home Page resides at URL:

http://www-ee.uta.edu/Online/kearny

The preponderance of materials for this course is served from this site, including: ***Course Syllabus Document (this document), Class & Office Hours Schedule, Course Syllabus Document - Lecture & Assignment Schedule (contained in this document), Lecture Notes Files, Homework Assignments, Scored Deliverables,*** and other supporting material.

It is the student's responsibility to locate and check these resources frequently. Extensive course support material has been assembled for your benefit, including copies of slides employed in lecture; you will want to either print a hard copy or acquire the mark-up-enabled pdf file for your reference and note taking during lecture session as well as during self study. Class materials disseminated on the web undergo continuous revision; do NOT use editions of materials from previous semesters as they will be outdated.

Some materials are provided in html format, while others employ ***Adobe's Version* 10.*x*** pdf format (requiring Adobe's free pdf reader to view and print; if you do not already have this version (or later) of the software, download from http://get.adobe.com/reader/). ***Earlier versions are not guaranteed to function.*** Access to certain course materials is restricted to enrolled students of this class and is controlled by passwords that will change frequently during the semester. Officially enrolled students of the class will be kept advised so that their access will be uninterrupted. ***Course materials are provided in color to aid comprehension.*** Students are strongly encouraged to print documents in color to avoid loss of information.

Class-related Communication via E-Mail – Rules

1. Announcements, messages, and other e-mail traffic originated by the instructor will be transmitted ONLY to the e-mail account of record in UTA's MyMav system.
2. All e-mails originated by the student should be addressed to **kearny@uta.edu** and MUST include the character string "**EE-2440-001**" (exact 11 characters) in the Subject line of message, else message will not be delivered to the instructor.
3. All e-mails originated by the student MUST be signed by the student. ***Unsigned messages are ignored and deleted without reading or response***.
4. While you are always welcome during office hours, you are encouraged to save yourself time and effort by communicating with your instructor via e-mail whenever possible. Your instructor monitors his e-mail account frequently, as should you at least three times a day and certainly at least an hour before class, so that communication is not unduly tardy.

Accessing UTA OIT Computer System Facilities (E-mail and Websites)

The Office of Information Technology (OIT) is the administrative division of UTA charged with operating the many campus-wide computer systems that service the academic computing needs of the UTA community. OIT offers a wealth of resources to the user at their website. Visit **http://www.uta.edu/oit** as necessary.

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3) *Class Administration Policy*

Class Attendance Policy – General:

The course content is nontrivial. Faithful and timely attendance is mandatory if an adequate knowledge of the material is to be secured. You are expected to know lecture contents and announcements. ***Attendance is taken at each class session, via a sign-in sheet. At each class session UPON YOUR ARRIVAL, it is your responsibility to locate the sign-in sheet and sign by your name BEFORE taking your seat. If you have NOT signed the sign-in sheet by the time the instructor begins class discussions, you ARE tardy. Chronic tardiness will NOT be tolerated.***

Class Attendance Policy – Absence From Class:

If you must be absent, you are expected to notify the instructor in advance via e-mail message as to when and why you will be absent, so that the instructor may determine whether or not the absence will be considered "excused". If you cannot make notification in advance, you are expected to do so as soon as practicable after the absence is incurred. Failure to make this notification will result in the absence being considered unexcused and may adversely affect final course grade. Excused absences do NOT incur an attendance penalty, BUT they DO adversely affect the student's opportunity for learning. ***Unexcused absences will not be tolerated. They indicate a student's lack of seriousness and lack of commitment. If you accumulate more than three* (3) *unexcused absences, you must meet with the course instructor to discuss your lack of commitment and potential to continue in the class. You will not be allowed to take any further exams until you have had this meeting; any exams missed on account of this issue will receive a grade of zero.***

Class Attendance Policy – Unexcused Absence Penalty:

An unexcused absence may incur a course grade penalty as suggested in the Class Grade Policy section.

Conduct In Class:

Maturity and a genuine desire to learn are assumed. To promote a class atmosphere conducive to the learning process, neither disruptive behavior nor disruptive events will be tolerated. ALL devices that make audible sounds (cellular phones, laptops/pc's, pagers, ALARM WATCHES, etc.) will be placed in silent mode before entering the classroom. ***Students choosing to ignore this requirement will be immediately dismissed from the class session.***

Recording During Class Session:

The use of student-provided audio and/or video recorders of any nature is prohibited.

Devices Allowed/Prohibited In Class:

The use of stylus-enabled tablet PC's for note taking and annotation during lecture is permitted and encouraged. The use of lap-top/other computers, PDAs, video phones, cell phones, IPODs, and like devices during lecture is prohibited. ***Students choosing to ignore this restriction will be immediately dismissed from the class session.***

Readings Prior to Class Session:

The student is expected to have read the assigned readings and relevant lecture notes at least once by the specified date, so as not to come into the lecture cold. Lectures will review and augment the material.

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Class Grade Policy - Composition of Course Grade - Raw:

Item	*Per Item*	*Total*
Exams (3)	22%	66 %
Homework Assignments	Equally Weighted	13 %
Laboratory	TBA	21 %
Attendance Penalty	# of unexcused absences (>3) × 3%	(***x*** %)
	Raw Grade Average - Total:	100%

Class Grade Policy - Derivation of Final Letter Grade:

The instructor seeks to assess your demonstrated level of understanding of the class material via your performance on graded items (homework, examination). The grade earned on a graded item is a raw score between 0% and 100%. E.G., if a grade of 80% is earned, the instructor reasonably concludes that the student demonstrated an 80% level of understanding of the material presented in the graded item.

At the END of the semester, after all graded items in each course grade component have been scored, student's level of understanding for the course is assessed via the "Raw Course Grade Total". At this point, the instructor may/not decide to alter the weight of any individual grade item in any course grade component, and may/not decide to apply an additive adjustment of some number of percentage points to the "Raw Course Grade Total" to derive the "Final Course Grade Total". Any such adjustment is uniform for all students that have faithfully participated in class activities for the entire semester.

Final letter grades are based on "Final Course Grade Total". This instructor: a) does NOT assign semester grades based on a statistical distribution ("curve"); b) does not decide the amount of the final adjustment until the semester is concluded (students MUST NOT depend on any given amount of adjustment, which could be 0%); and, c) does not use any grade calculation scheme other than stated above. Final letter grades are defined as to interpretation in the university catalog.

Final Course Grade Total Range	Letter Grade	University Catalog Interpretation
88% - 100%	A	Excellent
75% - 87%	B	Good
63% - 74%	C	Fair
51% - 62%	D	Passing
0% - 50%	F	Failure

Homework:

The purpose of each homework assignment is to provide practice in mastering the concepts of the chapters. Homework will be assigned over each section of material covered in the text and lectures. ***Homework assignments ARE graded***. Tests are based in part on the kinds of exercises assigned in the homework. Homework solutions are provided. ***Most students entering this course for the first time and unfamiliar with the material may expect to spend a significant number of hours per week on course studies exclusive of class time.***

Homework assignments will be found at the appropriate link on the course website. Upon following the link, you are asked to log in as a user, using your UTA MyMav Signon NETID. Once logged in, you are presented with the list of homework problems. Work from the column for the assignment you need, i.e., *HW01*, *HW02*, etc. When you enter your answers, they will be checked. When your submitted answers for a problem are 100% correct, the data base records your results.

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Lab Assignment:

Assignments associated with the laboratory component of this course, are designed to reinforce the student's understanding of the theory and analytical topics presented in the lecture and homework components of the course, as well as to further develop the student's laboratory practice for experimentally testing and evaluating electrical circuits and systems. The student will become acquainted with modern lab equipment and software similar to that employed in industry. Workstations are equipped with a PC used to acquire experimental data, control laboratory instruments, process experimental data, and provide a highly flexible means for visualizing experimental results. Modern PC-based computational and engineering software applications (e.g. LabView, MatLab, Multisim) may be used in the lab assignments.

Exam:

A major test is referred to as an "exam". Exams are based upon the text material and concepts covered in lecture. Each exam will emphasize, but not necessarily be limited to, all material covered since the previous exam. Exams will be given according to the Course Syllabus Document - Lecture & Assignment Schedule. Exam documents are retained by the instructor.

Admission to Testing Sessions (Exam/Quiz):

A student will be permitted to sit for and take a test (exam/quiz) ONLY if the student presents his/her UTA-issued Student Identification Card. Students arriving at a testing session WITHOUT this credential will NOT be allowed to take the test and WILL receive a grade of zero. ***NO OTHER FORM OF IDENTIFICATION IS ACCEPTABLE – NO EXCEPTIONS.***

Resources Permitted During Testing:

All testing deliverables, unless otherwise specified, are closed resource tests (closed text, closed notes, closed homework, closed mouth). ONLY those resources if any specifically designated as permitted by the instructor may be used during a test. Pencils, erasers, and straight edge are routinely permitted and suggested. Any additional required scratch paper will be provided. Devices of any kind (other than approved calculators) are NOT permitted. The instructor will advise as to other permissible resources if any.

Preparation & Grading of Testing Deliverables:

The instructor is solely responsible for the composition, answer key, and scoring scenario of all testing deliverables (quiz and exam). "Grading" is the process of marking and scoring a student's deliverable in accord with the answer key and scoring scenario designated by the instructor. The instructor may receive assistance with grading from his teaching assistant(s).

If you believe a mistake has been made in the ***grading*** of any testing deliverable item, you have the privilege of discussing the matter for remedy. Your first effort must be to contact the person who graded the item. If remedy satisfactory to you is not achieved at this point, you may then see the instructor for further discussion. The instructor will, under no circumstances, discuss a grading matter with any student if related to an item scored by the teaching assistant unless the assistant has been contacted first. ***The above privilege is limited to one week after the item has been initially returned.***

If the teaching assistant is the ***grader***, the teaching assistant is authorized by the instructor to deal ONLY with the marking and/or totaling of points that represent mistakes (deviation from instructor's key, scoring scenario, or instructions). ***The teaching assistant is NOT AUTHORIZED to personally decide such matters as whether an item should or should not be answered/scored differently than instructor has designated. All such issues are decided SOLELY by the INSTRUCTOR. Any verbal or other attempt to coerce the teaching assistant into such a decision are viewed EXTREMELY HARSHLY by the instructor and WILL NOT BE TOLERATED.***

Make Up of Missed Testing:

There will be NO make-up of tests unless the instructor has been notified in advance, and then only under extreme circumstances as determined by the instructor, whose decision is final.

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Special Consideration:

A request for special consideration regarding any course aspect must be appropriately documented in advance.

Special consideration NEVER includes assignment of a higher grade than was earned or a grade of incomplete (X) to mitigate the consequences of student performance. Don't even ask!

As someone with the personal ethics that he expects of all his students, the instructor cannot admit to the grading process any issues whatsoever that are in fact consequences to the student of the grade earned. Instructors do not "***give***" a grade; students ***earn*** a grade via performance. An honest instructor is only a reporter of the grade earned. An honest student understands this.

Such issues as "If I don't get a …, then I will …"

- Lose my scholarship
- Lose my financial aid
- Lose my right to remain in university
- Delay my schedule for graduation

are several of the very real and important consequences of one's performance in this class. The prudent student will remain constantly aware of the consequences of performance during the period when alterations of performance ***can*** make a difference. This period is long over by the time grades are assigned. While your instructor very much cares about these consequences, only you as the student have the power to effect them.

Final Semester Grade Reporting Issues:

It is the instructor's policy ***NOT*** to publish the final examination's grade and the course grade. Due to federal legal privacy protection issues, grades cannot be disseminated via e-mail. Final grades will only be available via MyMav at end of semester. You are welcome to come by to view your last examination in the instructor's office AFTER regular office hours have commenced for the following semester in which the instructor is teaching. The instructor will be unavailable for meetings of any nature and unresponsive to e-mails regarding grade performance and exam review in the inter-semester period.

Drop Policy:

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. Students will not be automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. Contact the Financial Aid Office for more information.

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Teaching Assistants:

One or more teaching assistants are assigned to this class. They have various duties and responsibilities, a primary obligation being the provision of first-level of assistance with homework assignments; so, students are encouraged and directed to avail themselves of this opportunity and resource as necessary. The teaching assistants maintain posted office hours. It is the student's responsibility to know and observe these hours. The assistants are NOT obligated to provide assistance at any other time. Any assistance that MAY be provided at times OTHER than during posted office hours is STRICTLY at the discretion of the teaching assistant and is a matter strictly between the student and the assistant.

Instructor's Office Hours:

In semesters when possible, your instructor will maintain office hours according to a posted schedule; when NOT possible, office hours will be by appointment or other method as practicable. Office hours with your instructor are for your benefit to answer questions or deal with topics best not handled during the class lecture period. Each student will be accommodated on a first-come first-served basis. A student's time in conference with the instructor will NOT be curtailed based on whether or not other students are waiting to see the instructor. Thus, since office hours are a limited resource, out of courtesy to your classmates, please limit the subjects for discussion to class and course related matters. In semesters where office hours are being maintained according to a posted schedule, if it is mandatory that an in-person visitation be made during non-office hours, please make a scheduled appointment in advance.

Courtesy In Respecting Posted Hours:

Your instructor and his teaching assistants have other obligations and responsibilities beside the conduct of this class that may include such activities as taking their own classes, conducting research, performing counseling, etc. Therefore, even though they may be physically in their respective offices at times other than the posted office hours for this class, their presence does NOT imply availability for extended office hours, and unscheduled visitation on class matters during such will NOT be entertained. Therefore, please observe posted office hours. Instructor and Teaching Assistant office hours commence the 2nd week of class and conclude at the end of the week before dead week.

Telephone Calls:

Your instructor will NOT answer the telephone during office hours if conferring with someone. After a number of rings, the call may be forwarded (please leave a message with the attendant answering the phone) or enter the voice mail system (please leave a message).

Seeking Help - Responsibilities and Procedures:

You are enrolled in this class to learn. It is fully expected that you will have need for assistance at times. Your instructor and teaching assistants are here for one purpose only: to give you help and assistance. The following will govern: It is solely the student's responsibility to seek help. If your question/problem is of an administrative nature (i.e. unrelated to course subject matter), e-mail the teaching assistant first. If the TA cannot answer your questions, e-mail the instructor. If the question/problem involves an assignment or class topic, see the TA first; if the TA cannot answer your questions, see the instructor. As a pupil of this class:

- It is your responsibility to proofread all material submitted for grading.
- Your submission will be regarded as being EXACTLY what you intended to submit.
- Bring any errors in addition of points credited the deliverable to the attention of the person who GRADED it, within the time period allowed for such adjustments.
- It is your responsibility to read and respond promptly and appropriately to e-mail messages transmitted to you in connection with this course.

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4) *Lecture & Assignment Schedule*

Session Number	Section 001 TR 09:30 - 10:50 Day	Date	Text Sections Accompanying Lecture	EE 2440-001 - "Circuit Analysis With Lab" **Course Syllabus Document - Lecture & Assignment Schedule** *Fall Semester* 2011 *H. J. Kearny, Instructor*	Tentative Lab Assignment Schedule	Home Work Sets Due	Firm Exam Schedule
1	Thu	2011/08/25		Introductory Remarks & Overview, Identification of Text, Class Information & Policy Handout, Complete Ethics Statement & Questionnaire.	No Lab		
			1.1 - 1.3	Lecture **01**: Introduction to Electric Circuits			
2	Tue	2011/08/30		(Lecture 01 - Concluded)	Lab Orientation		
3	Thu	2011/09/01	1.4 - 1.7	Lecture **02**: Circuit Elements and Essential Laws			
4	Tue	2011/09/06		(Lecture 02 - Concluded)	Lab 1		
5	Thu	2011/09/08	2.1 - 2.3, 2.8	Lecture **03**: Simple Resistive Circuits and Applications		HW01	
	Mon	2011/09/12		***Census Date***			
6	Tue	2011/09/13	2.4	Lecture **04**: Node Voltage Method of Circuit Analysis	Lab 2		
7	Thu	2011/09/15		(Lecture 04 - Concluded)		HW02	
8	Tue	2011/09/20	2.5	Lecture **05**: Mesh Current Method of Circuit Analysis	Lab 3		
9	Thu	2011/09/22	2.6	Lecture **06**: Simplifying Circuit Analysis: Circuit Equivalence Theorems			
10	Tue	2011/09/27		**Examination 1: Over Lectures 01 thru 05**	No Lab	HW03	EX01
11	Thu	2011/09/29		(Lecture 06 - Concluded)			
12	Tue	2011/10/04	2.7	Lecture **07**: Additional Circuit Analysis Theorems	Lab 4		
13	Thu	2011/10/06	14.1 - 14.4	Lecture **08**: The Operational Amplifier Device		HW04	
14	Tue	2011/10/11	3, 15.1-15.4	Lecture **09**: The Inductor and Capacitor	Lab 5		
15	Thu	2011/10/13		(Lecture 09- Concluded)		HW05	
16	Tue	2011/10/18	4.1 - 4.4	Lecture **10**: First Order Circuits: Conservation of Energy, Natural Response and Step Response	Lab 6		
17	Thu	2011/10/20		(Lecture 10 - Concluded)		HW07	
18	Tue	2011/10/25	5.1 - 5.3	Lecture **11**: Introduction to the Phasor Domain	Lab 7		
19	Thu	2011/10/27		(Lecture 11 - Concluded)			
20	Tue	2011/11/01		**Examination 2: Over Lectures 06 thru 10**	No Lab	HW08	EX02
21	Thu	2011/11/03	5.5	Lecture **12**: Power in the Phasor Domain			
	Fri	2011/11/04		***Last day to drop courses; drop ↔ automatic grade of "W".***			
22	Tue	2011/11/08		(Lecture 12 - Concluded)	Lab 8		
23	Thu	2011/11/10	5.4, 5.6	Lecture **13**: Circuit Analysis in the Phasor Domain			
24	Tue	2011/11/15	6	Lecture **14**: Introduction To Frequency Response	Lab 9	HW09	
25	Thu	2011/11/17		(Lecture 14 - Concluded)			
26	Tue	2011/11/22	14.5 - 14.10	Lecture **15**: Active Filters Employing OpAmps: Low Pass & High Pass	No Lab	HW10	
	Thu	2011/11/24		***Thanksgiving Holiday***			
27	Tue	2011/11/29		(Lecture 15 - Concluded)			
28	Thu	2011/12/01	15.3, 15.5, 15.6	Lecture **16**: The Ideal Transformer Device	Lab 10	HW11	
29	Tue	2011/12/06		(Lecture 16 - Concluded)			
30	Thu	2011/12/08		Final Comments, Student Course Assessment	No Lab	HW12	
31	Thu	2011/12/15		**Examination 3: Over Lectures 11 thru 16 (At Final Examination Period: 08:00-10:30)**			EX03

Text: Hambley, Allan R., ***Electrical Engineering Principles and Applications***, 5th Ed., Pearson Education, Inc. © 2011.
File: S20118_EE2440_001_LASS.xlsx
Last Update: 2011-08-10 23:59

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Academic Integrity Policy:

It is the policy of the University of Texas at Arlington to uphold and support standards of personal honesty and integrity for all students consistent with the goals of a community of scholars and students seeking knowledge and truth, and to enforce these standards through fair and objective procedures governing instances of alleged academic/non-academic misconduct.

It is the philosophy of The University of Texas at Arlington that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include failure of this course as well as suspension or expulsion from the University.

***"Scholastic 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, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts." (UT System Regents' Rule* 50101, §2.2).**

In an academic community, the standards for integrity ***must*** be ***paramount***. Academic integrity is your obligation, and you bear responsibility therefor in two ways:

First, if you choose to take the risks associated with scholastic dishonesty and any other violation of the Code of Student Conduct and Discipline, you bear responsibility for your behaviors and will suffer the consequences.

Second, if you are aware of scholastic dishonesty and any other conduct violations on the part of others, you bear responsibility to report same to the professor or the assistant dean of students/director of student conduct. Compliance with this responsibility is one of the moral decisions you will make that define you and your worth to society. Don't make the wrong decision.

Since dishonesty harms the individual, all students, and the integrity of the University, policies on scholastic dishonesty will be strictly enforced. All actions or lack of action constituting, contributing to, or suggestive of academic dishonesty are expressly forbidden.

You are expected to know the University's definitions of and policies regarding academic dishonesty. Visit http://www.uta.edu/studentaffairs/conduct/ for information for students (scope, discipline process, etc.). If academic dishonesty has occurred, action will be taken in line with established procedure both by the EE Department and the UTA Office of Student Conduct.

A student's best defense against facing such consequences is none other than the scrupulous avoidance of even the appearance of any impropriety at all times. During testing, neither look in the direction of anyone else's paper nor communicate with anyone other than the proctor for any reason in any fashion or language. Do not attempt to use any resource other than those specifically authorized by the instructor. When rendering assignments, do your own work.

This instructor IS WITHOUT TOLERANCE AND IS NOT LENIENT in such matters, nor, should such a situation arise, will any attempt at bargaining or negotiation be tolerated.

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Student Support Services Available:

The University of Texas at Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. These resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals to resources for any reason, students may contact the Maverick Resource Hotline at 817-272-6107 or visit www.uta.edu/resources for more information.

Americans With Disabilities Act:

The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the Americans with Disabilities Act (ADA). All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

Information Collected by UTA:

You may be entitled to know what information The University of Texas at Arlington (UT Arlington) collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UT System Policy Document 139 - Texas Public Information Act. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code. You can find more information regarding the policy and applicable law at this website: http://www.utsystem.edu/bor/procedures/policy/. UT Arlington's Internet Privacy Policy Page may be found at this website: http://www.uta.edu/oit/policy/cs/web/internet_privacy.html.

Electronic Communication Policy:

The University of Texas at Arlington has adopted the University "MavMail" address as the sole official means of communication with students. MavMail is used to remind students of important deadlines, advertise events and activities, and permit the University to conduct official transactions exclusively by electronic means. For example, important information concerning registration, financial aid, payment of bills, and graduation are now sent to students through the MavMail system. All students are assigned a MavMail account. Students are responsible for checking their MavMail regularly. Information about activating and using MavMail is available at http://www.uta.edu/oit/cs/email/. There is no additional charge to students for using this account, and it remains active even after they graduate from UT Arlington.

To obtain your NetID or for logon assistance, visit https://webapps.uta.edu/oit/selfservice/. If you are unable to resolve your issue from the Self-Service website, contact the Helpdesk at helpdesk@uta.edu.

End of Document

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