

Fall 2014
Concepts and Exercises in Engineering Practice

SYLLABUS (Subject to Minor Modifications including Assignment Due Dates)

Instructor:	David A. Wetz, Ph.D.
Office Number:	Nedderman Hall Rm 112
Office Hours:	Tues-Thurs 2:00 – 3:30 PM <u>and by appointment</u> . I have an open door policy so please check my labs, ELB 124, 219, and 226. If I am free, I am happy to talk to you/help you. Unscheduled meetings immediately after class often work best for students with complex schedules. Please notify me ASAP by e-mail if you feel that a meeting is necessary, providing information about the nature of the meeting. We will either schedule a meeting or resolve an issue in a timelier manner via e-mail when feasible.
Office Phone:	817-272-0719
Mailbox:	Room 537 Nedderman Hall
Email:	wetz@uta.edu clint.gnegy-davidson@mavs.uta.edu (GTA) Isaac.cohen@mavs.uta.edu (GTA) (To ensure proper prioritization and prompt attention, MUST include "EE4340_SEM" as the first text in SUBJECT section of all e-mail, where SEM is F11, etc. – as appropriate for the respective Fall [F] or Spring [SP] semester.)
Course Time:	Tues-Thurs 8:00 A.M. – 9:20 A.M.
Course Location:	ERB 273
Course website:	http://www-ee.uta.edu/hpi/EE_4340/
Section Information:	EE4340 - 002
Instructor website:	http://www.uta.edu/ee/powerlab
Course Prerequisites:	COMS 3302, ECON 2305, EE 3444, EE 3318, EE 3308, EE 3330, EE 3310, and Professional Standing in EE Program
Required Textbook:	No textbook
Course Description:	Integration of technical knowledge and skills with project planning, teamwork, and communication skills (written and oral). A project-oriented approach is used including the preparation of literature-based research reports, research proposals, product development proposals, and project management plans. Supporting topics: technical information resources, ethics, safety, intellectual property. Students will begin their engineering capstone design experience, including team formation, project selection, background research, and preparation of a preliminary project plan.

Learning Goals: This course is intended to provide a set of skill developing experiences similar to what might be encountered in an industry environment and also to provide preparation for the Senior Design Project course. Emphasis is placed on management of individual activities as well as those of small teams. Students are expected to demonstrate an increased ability to explain their work (orally and written), and to propose/manage a time- and cost-effective plan for carrying out system-level and other development activities.

Policies: Most of this document deals with what you can expect from me and from this course. In addition, I strongly recommend that each of you adopt the following policies in order to optimize your experience in the course (and to maximize your chances for obtaining the best possible grade!):

1. Treat everyone involved with respect,
2. Come to class and come on-time, nearly *all the time*,
3. Remain in the class for the duration of the class,
4. Make efforts with other classmates to fill in gaps for the occasional class that circumstances force you to miss,
5. Read carefully and follow instructions accurately,
6. Work to improve not only your understanding of the subject matter, but also your learning skills,
7. Take careful notes,
8. Review material outside of class between classes,
9. Ask questions about things you don't understand,
10. **PARTICIPATE**
11. Use good judgment when speaking; speak in a voice that is loud and clear enough for everyone to hear,
12. Have a *good learning attitude*, and
13. Be academically honest: No plagiarizing or cheating. Penalties range from receiving a grade of zero for an assignment to being dropped from the course and reported to university officials.

Drop Policy: As per University guidelines. See the UTA website for drop dates. University policies will be adhered to with regard to grade determination (e.g., W or F). A grade of incomplete (X) will be given only in unusual cases that can be well justified. Students should submit a written request stating the justification.

SDP Policy: EE4340 and EE4349 (Senior Design Project, or SDP) are linked courses. As part of EE4340, you will receive your SDP assignment (project and team members). You will also begin work on your SDP. It is therefore required that you agree to enroll in EE4349 in the next spring or fall semester. Should you successfully complete EE4340 and then not enroll EE4349 in the immediately next long semester, you will affect your assigned SDP team. You will be required to participate in a significant way in the EE4340 offering that takes place immediately prior to the semester that you plan to take EE4349. You will be assigned to a new team and a new project and you will be required to participate in any EE4340 assignments related to that SDP. Your performance in the phases of the SDP that occur during EE4340 will be evaluated and will impact your grade in EE4349.

Computer Usage: You will use web-based resources, library resources, and e-mail extensively. Word processing and Microsoft (or equivalent) drawing tools for use in the preparation of presentation materials. Spreadsheet tools for presentation of budgets, basic resource allocation optimizations, and general documentation of engineering projects.

List Server: At present, there are no plans to use a List Server for course communications. Periodic e-mail distributions are planned.

Topics: (these are a tentative and are subject to change)

Session	Date	Topic
1	21-Aug	Introduction (course procedures, overview, syllabus, etc.) Difference between research and product development (examples) Description of funding agencies Individual RP abstract assignment RP group formation
2	26-Aug	RP Abstract discussion Design of experiments Discuss technical reference sources, what to look for, and how to organize them
3	28-Aug	RP Abstract discussion Design of experiments How to plan a research effort
NCD	31-Aug	Individual RP abstracts due via email by 5 PM
4	2-Sep	PDP Abstract discussion Data collection, analysis, and presentation discussion Proposal format discussion Down select to 4 RDP topics and assign to groups Individual PDP abstract assignment PDP group formation
5	4-Sep	PDP Abstract discussion Budgets
6	9-Sep	PDP Abstract discussion Organizational Skills, oral and written explanation of ideas Presentation Skills Group revised RP abstracts due via email by 5 PM
7	11-Sep	Lab notebooks
NCD	14-Sep	Individual PDP abstracts due via email by 5 PM
8	16-Sep	Design, prototyping, and simulation Down select to 4 PDP topics and assign to groups
9	18-Sep	Data sheets Senior Design Project Discussion
10	23-Sep	RP In Class Work Day Group revised PDP abstracts due via email by 5 PM Senior Design Project Selection forms due via email by 5 PM
11	25-Sep	RP In Class Work Day
NCD	28-Sep	Final RP and presentation due via email by 5 PM
12	30-Sep	RP presentations (2-3 groups)

13	2-Oct	RP presentations (2-3 groups)
14	7-Oct	Ethics Identifying, evaluating, and documenting alternative approaches
NCD	8-Oct	Individual SDP abstracts due via email by 5 PM
15	9-Oct	PDP – Cost Recovery Plan Intellectual property, its protection, and management
16	14-Oct	PDP In Class Work Day
17	16-Oct	PDP In Class Work Day
NCD	19-Oct	Final PDP and presentation due via email by 5 PM
18	21-Oct	PDP presentations (2-3 groups) Group revised SDP abstracts due via email by 5 PM
19	23-Oct	PDP presentations (2-3 groups)
20	28-Oct	SDP group work day
21	30-Oct	PCB Design
23	3-Nov	SDP group work day
24	6-Nov	Electrical Safety
25	11-Nov	SDP In Class Work Day
26	13-Nov	Professional Engineer – Licensing, exams, etc
27	18-Nov	SDP group work day
28	20-Nov	SDP group work day
29	25-Nov	SDP group work day
30	27-Nov	Thanksgiving Holiday
31	2-Dec	Very Short SDP Presentations
33	9-Dec	8:00 A.M. – 10:30 A.M. SDP Presentations
ATTENDANCE AT ALL ORAL PRESENTATIONS IS MANDATORY *NCD – No Class on these Days (Mostly weekend dates)		

Grading

Attendance (it matters!) 10%

Research Proposal (Team of 4, nominally)

- Abstract 5%
- Written Document 10%
- Oral Presentation 10%

(Individual grades to be assigned. See below.)*

Product Development Proposal (Team of 4, nominally)

- Abstract 5%
- Written Document 10%
- Oral Presentation 10%

(Individual grades to be assigned. See below.)*

Senior Design Project Plan (Team of 3 or 4)

- Abstracts (V1 and V2) 10%

– V1 Written	7.5%
– V1 Oral	7.5%
– V2 Written	7.5%
– V2 Oral	7.5%

(Individual grades to be assigned. See below.)*

Detailed descriptions of each assignment, along with checklists used in grading, will be posted on the class web site. You should use checklists to evaluate your assignments prior to submission!

*Team and Individual Grades: Even though all assignments are team assignments, each student will receive an individual grade. Looking across all assignments, individual grades will be determined based on a combination of evaluations by the instructor, by the class as whole (for oral presentation components), and by a given student's team members. Given the nature of the assignments and relatively unique aspects of the grading process utilized, details of grading deserves your careful consideration.

Team grades will be determined for assignments by the instructor using input from the GTA, grading checklists (which will be initially completed by the GTA and then reviewed by the instructor when the instructor reviews the submitted materials), and instructor evaluation of submitted materials. Team members will also evaluate their teammates and these evaluations will be used to determine an "contribution factor" using an objective formula based on the statistical average and variance of team member performance evaluations. This factor will typically range from about 0.5 to 1.25 (0.5 indicates a very weak contribution, 1.25 indicates a strong contribution). Using the method established, it is *possible* for all team members to receive a contribution factor of 1.0. The final individual written and oral grades are determined by multiplying the respective team grade by the contribution factor for a given team member. Note that your evaluations of your team members are considered as "inputs" to my grading process. I ultimately am responsible for all grades and I reserve the right to over-ride evaluation of team members, at my sole discretion, if I perceive anything but a sincere and honest evaluation process. (Based on experience, this has been necessary only for a small percentage of cases.)

Assignments with an Oral Presentation Component: For assignments including an oral presentation aspect, each member of the class not involved in a given presentation will complete an evaluation form for each oral presentation. In addition, the instructor will also evaluate each presentation. The final grade for a given oral presentation will be based on a combination of the class (45% weight) and instructor (55% weight) evaluations.

Given the basic grading process for oral presentations, it is essential that all class members be present for all oral presentations. To encourage this, an additional component to the oral presentation grading process is incorporated. Specifically, YOUR ORAL PRESENTATION GRADE will be "adjusted" based on the number of other oral presentations that you were present to evaluate. An adjustment factor will be determined based on the number of oral presentations (other than your own) that you DO NOT evaluate as follows: 1 missed: 98%, 2 missed 95%, 3 missed – 90%, 4 or more missed – 85%. For example, if the grade for your oral presentation (determined as described above) was 83 – and you did not submit oral presentation evaluations for two other oral presentations, your final oral presentation grade would be $83 \times 0.95 = 78.9$. The instructor reserves the right to over-ride this requirement based on special circumstances (e.g., documented medical situations).

Final Letter Grade Determination: A cumulative score will be computed based on the scores for individual course assignments. The cumulative score will then be adjusted (a constant, never more than 9.9 pts, will be added to the cumulative score for each student; the same value is used to adjust all students) and a final letter grade will be determined (A, B, C, D, or F) using the standard mapping of numerical scores to letter grades (i.e., $\geq 90 = A$, etc.). The adjustment constant will be made based on overall class performance and expectations of class performance on a criteria referenced scale determined from previous course offerings. Note the impact of the adjustment factor: An adjustment of 8 pts to the cumulative score is equivalent to adding 40 pts to a single assignment that contributes 20% of the cumulative score. Details regarding requirements for each of the assignments listed above are provided via the course web site.

The instructor reserves the right to reduce the adjustment factor that is added to the cumulative score based on attendance or frequent tardiness that is disruptive to the class (see “Attendance” below).

Late Assignments:

Late assignments may be accepted without penalty only in the case of medical emergencies and if the instructor is informed as soon as practically possible (prior to due date is best). Even in this instance, assignments must be submitted prior to the return of graded assignments.

In all other instances, late assignments will be accepted up to four class meetings beyond the due date, with a 10 point (out of 100%) penalty assessed per class session. For example, submitting an assignment on the next class after the due date will result in a 10 pt penalty (i.e., the assignment will first be graded normally and then 10 pts will be subtracted to determine the final grade). No assignments will be accepted between class sessions. **NOTE:** Assignments are “due” at the beginning of class on the stated date. Thus, assignments submitted after the beginning of class – on the due date – are considered late by one class period. The same threshold applies to assignments submitted late by more than one class period.

Due to the need to compute and submit final grades, the last assignment must be submitted no more than 48 hours after the due date and will be subject to a “one class late” penalty. Any submissions beyond that limit will receive a grade of zero unless the student contacts the instructor to discuss the possibility of receiving a overall course grade of “incomplete”.

Attendance:

Attendance: At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, attendance is expected. It will be randomly checked both formally and informally. Poor attendance will be taken into account as described above in final letter grade determinations. Attendance for certain class sessions (e.g, oral presentations) is considered MANDATORY and procedures are incorporated such that missing those classes will have a direct impact on your grade associated with specific assignments.

Policy Regarding EE4340 and EE4349:

EE4340 and EE4349 (Senior Design Project, or SDP) are linked courses. As part of EE4340, you will receive your SDP assignment (project and team members). You will also begin work on your SDP. It is therefore required that you, along with your designated team members, agree to enroll in EE4349 in the next spring or fall semester. Should you successfully complete EE4340 and then not enroll EE4349 in the “immediately next” long semester, you will adversely impact your assigned SDP team. You will be required to participate in a significant way in the EE4340 offering that takes place immediately prior to the semester that you plan to take EE4349. You will be assigned to a new team and a new project and you will be required to participate in any EE4340 assignments related to that SDP. Your performance in the phases of the SDP that occur during EE4340 will be evaluated and will impact your grade in EE4349.

Writing Center:

The Writing Center, 411 Central Library, offers individual 40 minute sessions to review assignments, *Quick Hits* (5-10 minute quick answers to questions), and workshops on grammar and specific writing projects. Visit <https://uta.mywconline.com/> to register and make appointments. For hours, information about the writing workshops we offer, scheduling a classroom visit, and descriptions of the services we offer undergraduates, graduate students, and faculty members, please visit our website at www.uta.edu/owl/.

Student Feedback Survey:

At the end of each term, students enrolled in classes categorized as “lecture,” “seminar,” or “laboratory” shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback enters the SFS

database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

Americans With Disabilities Act:

The University of Texas at Arlington is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 93112 – The Rehabilitation Act as amended. With the passage of new federal legislation entitled Americans with Disabilities Act – (ADA), pursuant to section 504 of The Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide “**reasonable accommodation**” to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with **informing faculty at the beginning of the semester and in providing authorized documentation through designated administrative channels.**

Title IX: The University of Texas at Arlington is committed to upholding U.S. Federal Law “Title IX” such that no member of the UT Arlington community shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. For more information, visit www.uta.edu/titleIX.

Academic Dishonesty:

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 suspension or expulsion from the University. (GVK Note: Students should expect, as a START, a grade of "0" on the assignment for which plagiarism or other cheating is discovered.)

“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 of 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.” (Regents’ Rules and Regulations, Part One, chapter VI, Section 3, Subsection 3.2, Subdivision 3.22).

Final Review Week:

A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**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.

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/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.

Emergency Exit Procedures: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is located on the laboratory door. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.

Library: The Library's website address is <http://www.uta.edu/library>.

The following is a list of commonly used library resources:

Library Home Page	http://www.uta.edu/library
Subject Guides	http://libguides.uta.edu
Subject Librarians	http://www-test.uta.edu/library/help/subject-librarians.php
Database List	http://www-test.uta.edu/library/databases/index.php
Course Reserves	http://pulse.uta.edu/vwebv/enterCourseReserve.do
Library Catalog	http://discover.uta.edu/
E-Journals	http://utalink.uta.edu:9003/UTAlink/az
Library Tutorials	http://www.uta.edu/library/help/tutorials.php
Connecting from Off- Campus	http://libguides.uta.edu/offcampus
Ask A Librarian	http://ask.uta.edu

Sign and Submit Statement on Ethics, Professionalism:

The following is an excerpt from the College of Engineering's statement on Ethics, Professionalism, and Conduct of Engineering Students. Read the statement carefully.

If you did not fill out and sign a similar statement on the first class day, use the form below. Complete it and return it to your instructor as soon as possible. Retain a copy of this for your records.

**STATEMENT ON ETHICS, PROFESSIONALISM, AND CONDUCT OF
ENGINEERING STUDENTS**

COLLEGE OF ENGINEERING

**THE UNIVERSITY OF TEXAS AT ARLINGTON
(FALL 2012 – EE4340)**

The College cannot and will not tolerate any form of academic dishonesty by its students. This includes, but is not limited to 1) cheating on examination, 2) plagiarism, or 3) collusion.

Definitions:

A. Cheating on an examination includes:

1. Copying from another's paper, any means of communication with another during examination, giving aid to or receiving aid from another during examination;
2. Using any material during examination that is unauthorized by the proctor;
3. Taking or attempting to take an examination for another student or allowing another student to take or attempt to take an examination for oneself.
4. Using, obtaining, or attempting to obtain by any means the whole or any part of an un-administered examination.

B. Plagiarism is the unacknowledged incorporation of another's work into work which the student offers for credit.

C. Collusion is the unauthorized collaboration of another in preparing work that a student offers for credit.

I have read and I understand the above statement.

Student's signature: _____ Date: _____

Student's name, printed: _____

Students' ID number: _____

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