

## **Course Syllabus** **CE 4352-PROFESSIONAL PRACTICE**

**Instructor:** Ghassan Khankarli, Ph.D., P.E, PMP

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**Office Number:** ERB 122

**Office Telephone Number:** 817-272-9749

**Office Hours:** Mondays and Wednesdays 5:30 to 6:30 pm or by appointment

**Section Information:** CE/AREN4352, Sec 001, 101/011- Professional Practice

**Time and Place of Class Meetings:**

In-Class:	Mondays and Wednesdays	-9:00-9:50 am, Room WH 311
Lab:	Fridays	-1:00-3:50 pm, Room NH 203

**TA:** Rinu Ann Samuel; **Email:** Rinu.Samuel@mavs.uta.edu

**Description of Course Content:** Professional practice issues in the private and public sector are addressed by visiting practitioners. Topics include project management, teamwork, obtaining work, regulatory requirements, specifications, issues in design/build, design alternatives, cost estimation, design and construction drawings, contract and construction law, legal issues, ethics and professionalism, design reports, licensure, lifelong learning, ethical and engineering practice organizations. Learning principles of engineering practice by working as a team is emphasized. Oral and written presentations are required. Prerequisites: Grade of C or better in CE 3210 and C or better in CE 3310 or CE 3311; and Admission to the CE Professional Program.

**Student Learning Outcomes:** This course is designed to provide exposure to a variety of critical skills necessary to succeed in the civil engineering field

**Specific Course Learning Outcomes:** Upon completion of the course, the student will:

1. Develop an understanding of professional and ethical responsibility and evaluate their impact on career decisions
2. Improve effective communication both written and spoken
3. Recognize the global and societal context and impacts associated with civil engineering solutions
4. Recognize the need for and an ability to engage in life-long learning
5. Develop a knowledge of contemporary issues in civil engineering

All outcomes are observed implicitly through class participation, exams, homework, reports and formal/informal communications with instructor.

**Requirements: SOFTWARE:**

Student should have a working knowledge of and access to Microsoft Word®, Microsoft Excel®, Microsoft PowerPoint®.

**Required Textbooks and Other Course Materials:**

- 1) Handouts, notes, reading assignments, problem solutions and other information are located on the class Blackboard site which will be provided by the instructor

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### Referenced Textbooks

- 1) Quality in the Constructed Project: A Guide for Owners, Designers, and Constructors, ASCE, 2<sup>nd</sup> Ed.
- 2) Silyn-Roberts, Heather, 2004. *Professional Communications: A Handbook for Civil Engineers*. American Society of Civil Engineers (ASCE). Reston, VA (ISBN: 0-7844-0732-0)
- 3) Houghton, Peggy M. and Timothy J. Houghton. 2013. *Turabian: The Easy Way*, 8<sup>th</sup> Edition. Baker College, MI (ISBN 978-0-923568-96-7)
- 4) Houghton, Peggy M. and Timothy J. Houghton. 2009. *APA: The Easy Way*, 2<sup>nd</sup> Edition. Baker College, MI (ISBN 0-923568-96-2)

### Descriptions of major assignments and examinations with due dates:

#### A) General:

All exams will last one hour and be closed book.

#### B) Assignments/exams:

##### a) Ethics and Professionalism Exam

This is a multiple choice FE style exam where the passing grade is a 70. There are two analysis questions where you will be asked to formulate a response to an ethical quandary, and provided a reasoned analysis why you chose this alternative versus other possible actions. Students will be asked to retake the ethics exam if they fail it with a maximum score of 70 on the retake.

##### b) Contemporary Issues Submission and Exam

- a. This assignment focuses on contemporary issues in civil engineering as a double homework grade you are to **identify ten contemporary issues** in civil engineering. Please see the attached list of contemporary issues topics for an introduction to possible broad topics for consideration. Typically, these issues may have some controversy associated with them where the profession may be undecided on a stance or the public may not be convinced that the recommended policy from an engineering perspective is correct. There is no strict requirement on how you select these issues; however, their quality will be graded. You can identify and describe these issues based on personal experience, previous classes, interviews with other engineers or newspaper or professional articles. Your discussion of the issues impact on civil engineering and the public plus any supporting documentation will be submitted as the first part of the assignment.
- b. The second assignment, which is part of the group project grade, will be to **make a group presentation on a cluster of contemporary issues**. The presentation will include candidate questions at different levels of Bloom's Taxonomy. The majority of the grade will be based on the quality, accuracy, comprehensiveness and usefulness of the information provided to the class.
- c. The collection of issues from all students will be organized and redistributed to the class to serve as a study guide. There will be an **exam** to test your knowledge of the contemporary issues in civil engineering. The test will be multiple choice and short answer. Most questions will be drawn from the study guide; however, professors throughout the department may add additional contemporary issues that they believe you should know. The passing grade for the exam is a 70.

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### c) **Group Project**

In preparation for senior project, your team will shadow a senior project team ([See CE 4383-Senior Project class schedule on UTA's website](#)) and review their scope of work proposal, and attend one of their biweekly meetings with the course instructor as well as their final project presentation. Your team will write a critique of the current team's scope of work proposal, worth 30%, each of you will write a critique of one member of the senior project team's final project presentation, worth 40%. You will also complete an individual alternative analysis project worth 30%.

### d) **Global and Social Impacts Paper**

This assignment requires that you attend three public meetings to be approved in advance by the instructor. The paper's topic is the global and societal impact of civil engineering solutions. This paper is not a summary of the meetings, but a discussion of the observed and potential impacts that are not purely technical in nature. Please refer to the "Global Design Issues Lecture" for assistance on possible issues. Be sure to discuss any applicable issues from all three meetings. The paper's grade is based on both writing quality and ability to determine global and societal issues, and assess the types and magnitudes of their impacts on engineering solutions

### e) **Continuing Education Log**

A passing grade on this assignment is 70 points; additional PDHs will improve your grade on this assignment as well as attending professional society activities off-campus. You must earn 3.0 PDH of the required off-campus, but a faculty advisor or professional society officer must verify your attendance. For on-campus activities, a faculty advisor should sign your log. All of your activities will be audited. The highest possible grade with only on-campus activities is a 40. Officerships in Professional/Technical Societies can be used as option 7 below; however, they cannot count as part of your minimum required PDHs.

#### [Grade Allocation](#)

1. One hour off-campus PDH = 18 points
2. One hour on-campus PDH = 8 points
3. Officership in Professional/Technical Societies = 10 points (only awarded once)
4. Patent, teaching, publishing papers, articles, books = 30 points (only awarded once)

### **Continuing Education Activities include the following:**

1. Complete/audit college credit course **(Not Applicable for this Assignment)**
2. Complete continuing education courses
3. Completion of short course/tutorials **(Not Applicable for this Assignment)**
4. Present/attend seminars/technical presentation
5. Teaching/instructing above 1 - 4
6. Publishing papers, articles, books
7. Participation in Professional/Technical Societies
8. Patents issued
9. Engaging in self-directed study approved and verified by the instructor

### f) **Presentations**

Each student will make two four- to five-minute PowerPoint presentations related to a contemporary issue.

### g) **Comprehensive Final/Guest Speakers:**

Each student will summarize each guest speaker presentation and will submit the summary in one document on the day of the finals which will be the open book

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portion of the exam accounting for 20% of final exam grade. The closed book portion of final exam will cover material covered in the class throughout the semester

### Resources

[http://www.tbpe.state.tx.us/CEP\\_FAQ.htm#Document](http://www.tbpe.state.tx.us/CEP_FAQ.htm#Document)

<http://www.tbpe.state.tx.us/downloads.htm>

### Assistance Finding Public Meetings

Students are encouraged to regularly monitor daily papers and also consult with classmates for public meetings. These sources are likely to help the students identify regional CE projects, which will have ongoing information meetings. Students may want to register on these project websites so that they will be notified regarding any related public meetings. Links are available to the following agencies: DART, Denton County Transportation Authority (DCTA), The T, any TxDOT district (including Dallas and Fort Worth districts), and North Texas Tollway Authority (NTTA).

[http://www.nctcog.org/trans/outreach/meetings/\\_old/index.asp](http://www.nctcog.org/trans/outreach/meetings/_old/index.asp)

Company/Agency	Website
NCTCOG	<a href="http://www.nctcog.org">www.nctcog.org</a>
USFWS	<a href="http://www.fws.gov/southwest/statelinks/texaslinks.htm">www.fws.gov/southwest/statelinks/texaslinks.htm</a>
EPA	<a href="http://www.epa.gov/region6">www.epa.gov/region6</a>
Texas Parks and Wildlife Department	<a href="http://www.tpwd.state.tx.us">www.tpwd.state.tx.us</a>
U.S. Natural Res. Conservation Service	<a href="http://www.tx.nrcs.usda.gov">www.tx.nrcs.usda.gov</a>
U.S. Federal Emergency Mgmt. Agency	<a href="http://www.fema.gov/about/regions/regionvi/index.shtm">www.fema.gov/about/regions/regionvi/index.shtm</a>
USGS	<a href="http://tx.usgs.gov">tx.usgs.gov</a>
TCEQ	<a href="http://www.tceq.org">www.tceq.org</a>
Texas Water Development Board	<a href="http://www.twdb.state.tx.us/home/index.asp">www.twdb.state.tx.us/home/index.asp</a>
Texas Historical Commission	<a href="http://www.thc.state.tx.us">www.thc.state.tx.us</a>
Texas Forest Service-Dallas	<a href="http://txforests.service.tamu.edu">txforests.service.tamu.edu</a>
Texas Forest Service-Fort Worth	<a href="http://txforests.service.tamu.edu">txforests.service.tamu.edu</a>
Brazos River Authority	<a href="http://www.brazos.org">www.brazos.org</a>
Trinity River Authority	<a href="http://www.trinityra.org">www.trinityra.org</a>
Tarrant Regional Water District	<a href="http://www.trwd.com/prod/index.asp">www.trwd.com/prod/index.asp</a>
TxDOT	<a href="http://www.dot.state.tx.us">www.dot.state.tx.us</a>
FHWA	<a href="http://www.fhwa.dot.gov/txdiv/index.htm">www.fhwa.dot.gov/txdiv/index.htm</a>
FTA	<a href="http://www.fta.dot.org/regions/regional_offices_888.htm">www.fta.dot.org/regions/regional_offices_888.htm</a>
Federal Aviation Administration	<a href="http://www.faa.gov">www.faa.gov</a>
FHWA – Austin	<a href="http://www.fhwa.dot.gov/txdiv/index.htm">www.fhwa.dot.gov/txdiv/index.htm</a>
TxDOT	<a href="http://www.txdot.gov">www.txdot.gov</a>
Army Corps of Engineers	<a href="http://www.swf.usace.army.mil/">www.swf.usace.army.mil/</a>

### *Additional assistance finding appropriate NCTCOG Meetings*

- A schedule of public meetings regarding transportation planning is housed at:  
[www.nctcog.org/trans/outreach/meetings](http://www.nctcog.org/trans/outreach/meetings)

- Residents can also subscribe to receive public meeting notices at:  
[www.nctcog.org/trans/outreach/involve/notifydb.asp](http://www.nctcog.org/trans/outreach/involve/notifydb.asp)

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Meetings that may be useful include the monthly NCTCOG RTC and STTC meetings, but the student should examine the agenda to determine if any engineering topics will be covered. Additionally, Planning/Zoning Commission meetings and City Council meetings may be useful agendas need to be examined, too. Additional resources include:

Agency	Meeting Time*	Website
Dallas TSPE	Typically 2 <sup>nd</sup> Thursday of each month	<a href="http://www.dallastspe.com/">http://www.dallastspe.com/</a>
Mid-Cities TSPE	Check website for monthly meeting times	<a href="http://www.tspe.org/group/DFWMidCities">http://www.tspe.org/group/DFWMidCities</a>
Fort Worth TSPE	Typically 2 <sup>nd</sup> Thursday of each month	<a href="http://www.tspefortworth.org/">http://www.tspefortworth.org/</a>
Preston Trail TSPE	Check website for monthly meeting times	<a href="http://tspe-prestontrail.org/">http://tspe-prestontrail.org/</a>
Dallas ASCE	Typically 2 <sup>nd</sup> Monday of each month	<a href="http://www.dallasasce.org">http://www.dallasasce.org</a>
Fort Worth ASCE	Typically 2 <sup>nd</sup> Monday of each month	<a href="http://www.fwasce.org">http://www.fwasce.org</a>
Dallas ITE	Typically 2 <sup>nd</sup> Thursday or Friday of each month	<a href="http://dallas.texite.org/">http://dallas.texite.org/</a>
Fort Worth ITE	Typically 3 <sup>rd</sup> Thursday of each month	<a href="http://fortworth.texite.org/">http://fortworth.texite.org/</a>
WEAT North Texas Section	Check website for monthly meeting times	<a href="http://weat-nts.org/">http://weat-nts.org/</a>
SAME – Dallas Post	Typically 3 <sup>rd</sup> Monday of each month	<a href="http://samedallas.org/pages/infrastructure2014">http://samedallas.org/pages/infrastructure2014</a>
SAME – Fort Worth Post	Typically 1 <sup>st</sup> Monday of each month	<a href="http://samefortworth.org/">http://samefortworth.org/</a>
INFORMS-DFW Chapter	Check website for monthly meeting times	<a href="https://www.informs.org/Community/ChapterDFW">https://www.informs.org/Community/ChapterDFW</a>
ACI-Northeast Texas Chapter	Check website for monthly meeting times	<a href="http://aci-netx.org/">http://aci-netx.org/</a>
SEAOT-Ft Worth Chapter	Typically 4 <sup>th</sup> Wednesday of each Month	<a href="http://www.seaot.org/fortworth/fortworth.cfm">http://www.seaot.org/fortworth/fortworth.cfm</a>
SEAOT-Dallas Chapter	Typically 4 <sup>th</sup> Tuesday of each Month	<a href="http://www.seaot.org/dallas/dallas.cfm">http://www.seaot.org/dallas/dallas.cfm</a>
AWWA- North Central Texas Chapter	Check website for meeting times	<a href="http://www.tawwa.org/group/north_central">http://www.tawwa.org/group/north_central</a>
Underground Construction technology Association (UCTA)	Check website for north Texas meeting times	<a href="http://uctaonline.org/">http://uctaonline.org/</a>
American Council of Engineering Companies (ACEC) Dallas Chapter	Check website for monthly meeting times	<a href="http://acecdallas.org/">http://acecdallas.org/</a>
ACEC-Tarrant County Chapter	Check website for monthly meeting times	<a href="http://www.acectarrantcounty.org/">http://www.acectarrantcounty.org/</a>

Hard copies of all assignments must be turned in at the start of the class. Distance learning students or advance special arrangements with the instructor for in-class students where assignments are submitted electronically must be received **prior** to the start of the class period

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in which they are due. Failure to do so will constitute a grade of zero for the assignment in question.

One week of advanced notice will be provided in scheduling each exam. The final exam will be given according to the university's published final exams schedule. Note that failure to appear for an exam at the scheduled time will constitute a grade of zero in that exam.

The exams will generally relate to the material covered in the lectures **and** in assignments/journals/articles. The philosophy of the exam is not to merely test your total recall or memorization, but to extend your thinking from theory and example problems to engineering situations. Each exam may include both open and closed book portions.

See the **"Make-up Exam and Assignment Policy"** section for accommodations of incomplete or missed assignments.

**Attendance:** At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. 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, [insert your attendance policy and/or expectations, [I have established following attendance policy](#):

[I have elected to take attendance till Census Day but will not factor attendance into the grade.](#) "

Students registered for **Section 001** are expected to attend all classes. Students registered for **Section 101-Distance Learning** are expected to communicate with the instructor through a summary document due on the day of each scheduled exam through Blackboard or by email if specifically instructed and agreed to by the instructor. The uploaded message/email will cover the understanding or questions about the lectures covered during the week. Class participation and discussions are essential for full professional development and credit, as applicable. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients "begin attendance in a course." UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients

**Grading Policy:** Grades will be determined by averaging the exams and assignments as follows.

• A)*Ethics Exam	10%
• B)*Contemporary Issues	20%
○ Collection@5%	
○ Group Presentation @5%	
○ Exam @10%	
• C) Group Project	20%
• D)*Global and Social Impacts Paper	10%
• E)*Continuing Education Log	15%
• F)*Presentations	10%
• G) Participation (2%)/Comprehensive Exam (13%)	15%
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Total:	100%

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\* - Tested explicitly components

Proper spelling, use of clear and concise sentences on essay questions or AR will be considered in the grading process. Grade standards are as follows:  $100 \geq A \geq 90$ , Less than  $90 > B \geq 80$ , Less than  $80 > C \geq 70$ , Less than  $70 > D \geq 60$ , and Less than  $60 > F \geq 0$ . Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops

### Tested Explicitly (TE) Component

The civil engineering department ABET procedure includes assessing the achievement of various departmental student learning outcomes (<http://www.uta.edu/ce/accreditation.php>). The procedure includes explicit testing (TE) of the achievement of the departmental student learning outcomes. CE 4352 is designated as one of the TE courses. To meet the required ABET program outcomes, the components denoted on page one should be satisfactorily completed with a minimum passing score of 70. While an individual is not required to pass a component, these outcomes are expected of every graduate, and may reflect one's preparation for a career in civil engineering. The TE components are explained in the rest of the syllabus.

**Expectations for Out-of-Class Study:** Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an **additional 9 hours** per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

**Grade Grievances:** Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog. **For undergraduate courses, see** <http://catalog.uta.edu/academicregulations/grades/#undergraduatetext>; **for graduate courses, see** <http://catalog.uta.edu/academicregulations/grades/#graduatetext>.

**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. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/aao/fao/>).

**Disability Accommodations:** UT 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)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. 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 disability. Students are responsible for providing the instructor with official notification in the form of a **letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and



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Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

**The Office for Students with Disabilities, (OSD)** [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability).

Counseling and Psychological Services, (CAPS) [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

**Non-Discrimination Policy:** *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit [uta.edu/eos](http://uta.edu/eos).*

**Title IX Policy:** The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](mailto:jmhood@uta.edu).*

**Academic Integrity:** Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University. Additional information is available at <https://www.uta.edu/conduct/>.

**Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.



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**Campus Carry:** Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

**Student Feedback Survey:** At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are 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 via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week:** for semester-long courses, 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.

**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 to the right center or left of the classroom**. 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 individuals with disabilities

**Student Support Services:** UT 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. Resources include [tutoring](#), [major-based learning centers](#), developmental education, [advising and mentoring](#), personal counseling, and [federally funded programs](#). For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at <http://www.uta.edu/universitycollege/resources/index.php>.

**The IDEAS Center**(2<sup>nd</sup> Floor of Central Library) offers **free** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email [IDEAS@uta.edu](mailto:IDEAS@uta.edu) or call (817) 272-6593.

**The English Writing Center (411LIBR):**The Writing Center Offers free tutoring in 20-, 40-, or 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Our hours are 9 am to 8 pm Mon.-Thurs., 9 am-3 pm Fri. and Noon-6 pm Sat. and

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Sun. Register and make appointments online at <http://uta.mywconline.com>. Classroom Visits, workshops, and specialized services for graduate students are also available. Please see [www.uta.edu/owl](http://www.uta.edu/owl) for detailed information on all our programs and services.

The Library's 2<sup>nd</sup> floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library's hours of operation.  
<http://library.uta.edu/academic-plaza>

**Librarian:** Martin Wallace, Engineering Librarian, Central Library, Office No. 518, (817) 272-3924, [martin.wallace@uta.edu](mailto:martin.wallace@uta.edu)

**Make-up Exam and Assignments Policy:** No make-up exams and assignments are given or accepted except for medical or other similar hardships where advanced arrangements are made with the instructor; or in case of non-selective medical emergencies with appropriate physician's note or documentation. Other than circumstances describe above, failure to take the exam or turn in assignments at the scheduled time will constitute a grade of zero in the exam and assignment. It is the student's obligation to contact the instructor, generally before the examination so that appropriate arrangement (if any) may be made.

**Emergency Phone Numbers:** In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number 817-272-3381

### Useful Links:

Library Home Page .....	<a href="http://www.uta.edu/library">http://www.uta.edu/library</a>
Subject Guides .....	<a href="http://libguides.uta.edu">http://libguides.uta.edu</a>
Subject Librarians .....	<a href="http://www.uta.edu/library/help/subject-librarians.php">http://www.uta.edu/library/help/subject-librarians.php</a>
Database List .....	<a href="http://www.uta.edu/library/databases/index.php">http://www.uta.edu/library/databases/index.php</a>
Course Reserves .....	<a href="http://pulse.uta.edu/vwebv/enterCourseReserve.do">http://pulse.uta.edu/vwebv/enterCourseReserve.do</a>
Library Tutorials .....	<a href="http://www.uta.edu/library/help/tutorials.php">http://www.uta.edu/library/help/tutorials.php</a>
Connecting from Off- Campus.....	<a href="http://libguides.uta.edu/offcampus">http://libguides.uta.edu/offcampus</a>
Ask A Librarian .....	<a href="http://ask.uta.edu">http://ask.uta.edu</a>

## Course Syllabus CE 4352-PROFESSIONAL PRACTICE

### General Information:

**No credit will be given for any work that is non-compliant with UTA's current "Academic Dishonesty" policy and is subject to actions noted in the "Academic Integrity" section of this syllabus.**

**Blackboard Site:** Handouts, notes, articles, and other information are located on Blackboard

*"As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. - G. A. Khankarli."*

**Adjustments will be posted on Blackboard.**

**Writing formats:** documents must comply with the following format:

- Double spaced, Font 12 (Arial or Times New Roman), one inch margins
- Your last name/Group no. must appear in the upper right corner and the page numbers must be centered in the bottom of each page
- Use the **Turabian** or APA writing styles

Proper spelling, use of clear and concise sentences and structure will be considered in the grading process.

### **Use of Laptops, I-pads, other electronic devices, or E-MAIL correspondence during class:**

In order to minimize disruption, the use of all electronic devices will not be allowed during class. Students wishing to take notes via a laptop may do so only with prior permission from the Instructor.

**Cell Phone use in classroom during class:** In order to minimize distractions, use of cell phones during class in the classroom is **prohibited**. Students must turn off/change to "vibrate" mode their cell phones during class. If you are anticipating an important call, please inform the Instructor at the beginning of class and change the cell phone to "vibrate" mode. If your call comes through during class, leave the classroom quietly before beginning your conversation and return quietly as soon as the call is completed.

The Instructor reserves the right to adjust Students' grades as a result of class disruption due to cell phone or non-adherence to the above electronic device usage policy.

**Guest Speakers:** Guest speakers' presentations/class discussions will be part of the scheduled exams, as applicable unless specifically noted otherwise by the instructor.

**Case Studies:** Case studies/current events will be discussed throughout the semester and will be part of the scheduled exams, as applicable unless specifically noted otherwise by the instructor.

**E-Files name convention:** Course No.-Section-Last name-assignment/test  
(Ex: CE5300-101-Doe-AR1)

### Class Logistics:

- Class meets on Mondays for lectures and on Fridays for guest speakers, follow up discussions on the lectures for the week and lab work/assistance
- Wednesdays are reserved for students' UTA/external research/PDH activities
- All assignments that are due on Monday Dec 4 to include: (a) Senior project group report, (b) Global/social impacts paper and (c) PDH log.

# Course Syllabus

## CE 4352-PROFESSIONAL PRACTICE

Class	Week of			Description	Due
1	Aug 28	MO		Course introduction and project management	
2	30	WE			
3	Sept 6	WE		Project management	
4	11	MO	<i>Census Day</i>	Communication	
5	13	WE			
6	18	MO		Ethics lecture and discussion	
7	20	WE			
8	25	MO		Ethics lecture and discussion	
9	27	WE			
10	Oct 2	MO	<b>EXAM I</b>	Ethics exam	DL- Participation Summary
11	4	WE			
12	9	MO		Management and supervision discussion	
13	11	WE			
14	16	MO		Business Development/obtaining work discussion	
15	18	WE			
16	23	MO		Contract laws/Plans, specifications and estimates	
17	25	WE			
18	30	MO		Contract laws/Plans, specifications and estimates	
			<i>Nov1-Last Day to Drop</i>		
19	Nov 1	WE			
20	6	MO		Texas Board of Professional engineers rules and licensure discussion	Collection of Contemporary Issues
21	8	WE			
22	13	MO		Texas Board of Professional engineers rules and licensure discussion	
23	15	WE		Group Presentations/ Contemporary issues	FRI11/17
24	20	MO	<b>EXAM II</b>	Contemporary issues exam and group presentation (Friday)	DL- Participation Summary
25	22	WE			
	23-26		<b>Thanksgiving</b>		
26	27	MO		Professionalism/Life long learning	
27	29	WE			
28	4	MO		Course wrap up and individual presentations	All Assignments Due
29	6	WE		Course wrap up and individual presentations	DL- Participation Summary
	6	WE	<i>Last Day of Classes</i>		
30	13	WE	<b>FINAL/EXAM III</b>	<b>8:00 to 10:30 am</b>	

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