

**IE 4340: Engineering Project Management**  
Fall 2018 - Syllabus

**Instructor(s):** Dr. Jaime Cantu

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**Office Hours:** Dr. Cantu: Tuesday 9:30am – 10:30am, or by appointment, Woolf Hall 420E  
GTA – TBD

**Section Information:** IE4340-001

**Time and Place of Class Meetings:** WH 210, Tuesday, Thursday 8:00am-9:20am

**Description of Course Content:** Develop and manage cross-disciplinary engineering design teams. Topics include: Understanding R&D organizations, teams and workgroups, job design, organizational effectiveness, and leading technical professionals. Prerequisites: Enrolled in the engineering Professional program.

**Student Learning Outcomes:**

- Students will be able to form, develop and manage an engineering design team
- Students will gain project experience in real world applications.
- Students will gain insight into challenges facing practicing engineers.

**Required Textbooks and Other Course Materials:** Project Management: A systems approach to planning, scheduling & controlling 12th edition, Kerzner, H., Ph.D., ISBN: 978-1-119-16535-4

**Descriptions of major assignments and examinations:** The course grade will be based on total points earned from exams, exercises, projects and the ethics case. Students are responsible to manage their work so they earn sufficient points to complete the course.

- All materials from the course are used for the exams and assignments.
- Exams are open book, and closed notes. They are comprehensive
- Ethics Case will be an individual effort and is open book and open notes.

**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, I will not take attendance. 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:**

Any late assignment will be decreased (graded) one letter grade for every 24 hours the assignment is late. Exceptions to this policy must be cleared with the professor prior to the assignment's due date.

**Errors or corrections to a quiz, test, assignment etc... must be brought to my attention within a week it's returned in class.** Should you not have time to meet the week of the returned assignment to discuss your grade, email me within the week to schedule meeting.

Any instance of cheating will be reported to the Dean of students for appropriate action (which includes possible failure in the course and/or dismissal from the University – see section on Academic Integrity listed below). The grading scale is as follows. Note- I reserve the right to increase your grade based on class participation.

89.5 - 100	A
79.5 – 89.4	B
69.5 – 79.4	C
59.5 – 69.4	D
Below 59.5	F

Grades will be calculated based on the following:

Assignments	20%
Group Project	40%
Exam Average	<u>40%</u>
	100%

**Grade Breakdown:**

There will be two exams, the exam portion of your grade will be 40% of your course grade (the exams will be equally weighted). There will be no make-up exams except in the cases noted under attendance (see Student Absence).

Assignments will be assigned throughout the semester with the total being worth 20% of the grade. The Group Project will consist of: Team Updates & Documentation, Final Presentation, & Final Reports for a total of 40%.

The Final is optional should the student be satisfied with their grade, should the student choose to take the comprehensive final they may replace their lowest Exam Grade.

Individual effort must be demonstrated on all exams, quizzes, assignments, etc... Homework assignments which are graded may be discussed with classmates, but individual assignments must be turned in (In other words don't copy & paste). Any instance of academic misconduct will be reported to the Dean of students for appropriate action (which includes possible failure in the course and/or dismissal from the University).

**Student Absence Policy:**

Attendance is not taken for this course; therefore, attendance will not affect your grade directly. Though students who attend lectures tend to do well in the course. The following are excused absences for a quiz, test, and assignments are:

- Representing UTA on officially approved trips
  - Department chairpersons, directors, or others responsible must notify the instructor (i.e. Email Me!) of the departure and return schedules.
- In case of an illness inform me directly and have a doctor's note available
- Religious Holy Day – a student who intends to observe a religious holy day should make that intention known in writing to the instructor **prior** to the absence.

Any student absent for the reasons above will be allowed to make up missed work within a reasonable span of time or have alternate grades substituted for work due to an excused absence.

**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://www.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 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>.

**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. 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.

*"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. –Dr. Jaime Cantu"*

**IE 4340 Production and Inventory Control  
Course Schedule – Fall 2018**

<i>Date</i>		<i>Topic</i>	<i>Book/Readings/Presentations</i>	<i>Assignments</i>
R	8-23	#SyllabusWeek, Course Introduction.	Ch 1,	
T	8-28	Introduction to Project Mng	Ch 2,	<b>Skill Survey</b>
R	8-30	Building & Managing Teams	Ch 3, 4, & 5	<b>Team Development</b>
T	9-04	FabLab Tour	Meet your teammates	
R	9-06	Building & Managing Teams	Ch 3, 4, & 5	
T	9-11	Planning	Ch 11	<b>SOW/WBS</b>
R	9-13	Idea & Feasibility Presentation	Team Update 1	
T	9-18	Network Scheduling	Ch 12	<b>Update 1 docs</b>
R	9-20	Network Scheduling	Ch 12	
T	9-25	Network Scheduling	Ch 12	<b>Add/Sub Manufacturing</b>
R	9-27	Design Presentation	Team Update 2	
T	10-02	<b>Exam 1</b>	<b>Open Book, NOTHING ELSE</b>	<b>Update 2 docs</b>
R	10-04	Pricing, & Estimating	Ch 13	
T	10-09	Cost Control	Ch 14	
R	10-11	Cost Control	Ch 14	
T	10-16	Cost Control	Ch 14	
R	10-18	<b>No Class</b>		
T	10-23	Ethics	Ch 8	<b>Ethics Case Study</b>
R	10-25	Prototype Presentation	Team Update 3	
T	10-30	Metrics	Ch 15	<b>Update 3 docs</b>
R	11-01	Metrics	Ch 15	
T	11-06	Risk Management	Ch 17	
R	11-08	Learning Curves	Ch 18	
T	11-13	<b>Exam 2</b>	<b>Open Book, NOTHING ELSE</b>	
R	11-15	Team Update.	Team Update 4	
T	11-20	<b>Slack</b>	Slack	<b>Update 4 docs</b>
R	11-22	<b>No Class</b>	Thanksgiving Break – Independent Study	<b>Final docs/presentations</b>
T	11-27	<b>Final Presentation</b>	<b>Final Presentation</b>	
R	11-29	<b>Final Presentation</b>	<b>Final Presentation</b>	
T	12-04	<b>Review &amp; Grades</b>	<b>Review &amp; Grades</b>	<b>Exit Survey</b>
		<b>Final</b>	<b>Open Book, NOTHING ELSE</b>	