

INEN 1101 - 01- Introduction to Engineering

Last Update: Aug. 19, 2010 at 3:22 p.m.

Class #	Day	Date	Topics
1	F	Aug 27	Introduce Blackboard site and course, Welcome from Dr. Victor Zaloom Associate Dean of the College of Engineering
2	F	Sep. 3	Becky Caddy – Advisement, Ch. 1
3	F	Sep 10	Labor Day Holiday
4	F	Sep 17	Ch. 1
5	F	Sep 24	Ch. 2
6	F	Oct 1	STARS
7	F	Oct 8	Chemical Engineering
8	F	Oct 15	Ch. 3
9	F	Oct 22	Mechanical Engineering
10	F	Oct 29	Industrial Engineering - Ryan
11	F	Nov 5	Ch. 4.
12	F	Nov 12	Industrial Technology
13	F	Nov 19	Electrical Engineering, Ch. 5
14	F	Nov 26	No class
15	F	Dec. 3	Ethics

Syllabus – Fall 2010

Instructor: Dr. Ryan Underdown

Office: 2202 Cherry Engineering, (409) 880 - 8815

E-mail: Ryan.Underdown@Lamar.edu

Office Hours: 4:00 – 5:00 p.m. Tuesday and Thursday. Others by appointment.

Catalog Information: Students are introduced to five engineering disciplines: chemical, civil, electrical, industrial and mechanical. Student services such as the Career Center, Engineering Advising Center, and Engineering Cooperative Education Center are introduced. Study skills and strategies for a successful freshman year are discussed.

Textbook: Landis, Raymond, Studying Engineering, 3rd Edition, Discovery Press, 2007, ISBN-13: 978-0-9646969-2-1, ISBN-10: 0-9646969-2-4

Student Learning Outcomes

1. Students will be aware of all engineering disciplines offered at Lamar University
2. Students will be aware of all student chapters of professional engineering societies active at Lamar University
3. Students will be aware of student services offered at the Engineering Advisement and Retention Center and the Lamar University Career Center
4. Students will have a working knowledge of the study habits required to be a successful engineering student

Teaching Assistant:

Teaching Assistant:

Office:

E-mail:

Office Hours:?

Computer Usage – Students will use the following software in this class:

- Microsoft Office Suite 2007 including: Word, Excel, and Powerpoint
- Microsoft Windows XP/Vista
- Microsoft Internet Explorer 7.0/8.0

College of Engineering Computer Policies

1. Do not change any settings on the computers in any Lamar University computer lab
2. Save all files to a disk/flash drive
3. Do not download any files from the internet unless specified by an instructor.
4. Bring a disk/flash drive to class everyday to save your files.

Grading:

Class Quizzes	35%
Homework, Career Center visit, Resume,	35%
Practicing Professional Interview	30%

Quizzes

We will have quizzes throughout the semester to encourage you to read before coming to class. Each quiz will cover information assigned to be read in the text or handouts. Quizzes will be taken on Blackboard. Quizzes will have 5 true/false or multiple choice questions. Quizzes will be 3 minutes in duration. Quizzes submitted after the 3 minute limit will not count. Questions will be provided one at a time and you cannot go back or skip questions. Once a question has been answered, save that answer. If the answer is not saved, it will not count. Once all questions have been saved, click the submit button. The grade for this quiz will appear under the “My Grades” icon after the quiz expires, thus you will not know the score of your quiz immediately. Your lowest quiz grade will be dropped. Bonus quizzes will be given without notice. Bonus quizzes are points added to your total and are voluntary. Missed quizzes and bonus quizzes cannot be made up. Attendance will count as a quiz grade. For every class attended, 100 points will be awarded and 0 points will be given for every absence. One absence score will be dropped. By attending class every week, you can get 15 scores of 100 on your quizzes, which will greatly improve your quiz average. I strongly encourage you to take the practice quiz before attempting any other quizzes so you will know how quizzes operate. I will not notify you that quizzes are available. It is your responsibility to check the “Assessments” icon every week to determine if quizzes are available.

Homework

Homework can be found under the “Assessments” icon in the form of long answer quizzes. The questions can be found under the description of the quiz before the quiz is opened. Once the quiz is opened, it must be completed. Most homework quizzes are 4 hours in duration. I suggest completing the answers in another file before opening the quiz so that when the quiz is opened, all that is required is cutting and pasting your responses. In most cases, if you provide a solid answer to the question, you will receive full credit. The teaching assistant will be grading your responses, thus your grade will not show up for several days after the homework has expired. Remember that homework is 35% of your grade.

Career Center

Visit the Career Center (Galloway Business building room 102) to take the “Discovery Assessment”. This assessment is intended to show your aptitudes in different majors in case you change your major from engineering to something else. Staff at the Career Center will give you a username and password to take the Discovery Assessment on-

line. At the end of the semester, Career Center staff will create a report that indicates who has taken the Discovery Assessment, so no need to submit anything via Blackboard or in class. The “Discovery Assessment” assignment is posted under the Assignment link on Blackboard. The Discovery Assessment counts as homework assignment. Those who complete the Discovery Assessment will receive a grade of 100 for this assignment.

Resume and Cardinal Connect

This assignment has 2 parts: 1) Create a resume 2) Register with the Career Center’s “Cardinal Connect” program (located in the Galloway Business building room 102). Create a resume with guidance from the Career Center Staff. Upload your resume on-line to the Career Center’s “Cardinal Connect” program. Career Center staff will create a report that indicates who has registered and uploaded a resume, so no need to submit anything via Blackboard or in class. The “Resume and Cardinal Connect” assignment is posted under the Assignment link on Blackboard. The “Resume and Cardinal Connect” assignment counts as homework. Those who complete the Resume and Cardinal Connect assignment will receive a grade of 100.

I have provided a [Sample Resume form](#) for you to use if desired. Feel free to use another resume style as recommended by the Career Center Staff.

Student Society Meetings

Attend at least 4 student society meetings during the semester. Student societies can include engineering sororities, engineering fraternities, professional societies such as American Society of Mechanical Engineers (ASME) and study skills workshops sponsored by Lamar. To verify your attendance, have your [Professional Society Meeting Form](#) signed by the chapter president or faculty advisor. A flyer, agenda, or other paper handed out at the meeting can substitute for the “Meeting Form” I provided. You must attend meetings of at least 2 different societies. Attending one study skills workshop will count as a society meeting. As soon as you attend the meeting, submit your paperwork to me or the teaching assistant showing a signature from an officer of the society. Your name must appear on any paperwork submitted so proper credit can be awarded. I will post your score of 100 points for that meeting as soon as I receive the signature. The purpose of attending society meetings is to encourage you to become involved in engineering activities on campus outside of class. In my experience, those students who are active in their student society perform very well in the classroom and have a much greater understanding of their engineering major and career goals. Many of the student societies sponsor tours of local companies and guest speakers. These tours and guest speaker presentations are valuable experiences that show how companies operate and how you will use your degree in the “real world”. I strongly encourage you to become an active member of your student society. Yearly fees are about \$35 per year. Members typically receive a monthly magazine that covers timely topics that are very important to those trying to get a job.

Practicing Engineer Interview

Interview a practicing engineer in your chosen career field using the [Practicing Interview Guidelines](#). The engineer can be currently practicing or retired. The engineer can be a family member or friend. They may be in your major or outside your major. If you do not know an engineer, ask your family and friends if they know an engineer. If you still have not contacts, please ask your department secretary for a list of alumni who you can contact. The purpose of the interview is to strengthen your career choice by finding out what day to day activities an engineer in your chosen career field performs. I suggest starting the process of locating an engineer, making contact and conducting the interview very early in the semester. In many cases, engineers are very busy people and cannot conduct an interview at the last minute. Interviews can be conducted via the telephone or in person. I suggest asking the engineer if they are willing to be recorded on audio or video so you can focus on the interview rather than focusing on writing what they say. I am expecting 2 pages single spaced in 12 point type. Ask the required questions and several additional questions you provide. Follow the format I provided. This assignment is worth 30% of your grade. One of the main reasons students fail this course, is that they do not submit the interview.

Required reading:

Read designated chapters from the text and web pages

Computer Usage – Students will use the following software in this class:

- Microsoft Office Suite 2007 including: Word, Excel, and Powerpoint
- Microsoft Windows XP
- Microsoft Internet Explorer 7.0

Cell phones, pagers and other communication devices:

Students are asked to have their communication devices on a silent mode during class. These devices must be placed out of sight during an exam.

Blackboard

Blackboard courses will continue to be available in the event of emergency circumstances

on campus. Courses are externally hosted and can be accessed directly by faculty and students from: <http://luonline.blackboard.com>

Log-in credentials are the same as when accessed through MyLamar.

Course Content (Located by clicking on the Learning Modules link)

Content for the course (project files, PowerPoint files, videos, etc...) are located in the Learning Modules. Click each link to view the contents.

Assignments (Located by clicking on the Assignments link)

- No late assignments will be accepted.
- Assignment instructions are located in the Blackboard Assignments area.
- Assignments will be turned in using Blackboard.

Email and Discussions

- Adhere to the same standards of behavior online that you follow in real life when writing emails or posting on the discussion board
- I will respond to emails and discussion postings within 48 hours

Computer Requirements

Students who take distance courses via Blackboard will need to be responsible to have the following capabilities and Software:

- High Speed (Broadband) Internet access is desirable
- Computer with at least 250 mb memory
- Word processor software (Compatible with Microsoft Word)
- Adobe Acrobat Reader (<http://www.adobe.com>)

Center for Distance Education will help give you advice about what you need to consider for good quality computer hardware and software. Please call them at 409-880-7849.

View the Blackboard overview, located on the homepage, if you are new to online courses.

On-line Course Support

- This course is being offered on-line via Blackboard to facilitate student access.
- The Distance Education Office will provide technical support for the course.
- There is 24 hour access for help through voice mail at the following Distance Education number (409) 880-7849. Please use these resources to assist you with any technical problems that may develop.

Readiness for on-line courses:

Students may access Blackboard at

1. <http://luonline.blackboard.com>

2. <http://my.lamar.edu>

3. through the STUDENTS tab, or from the Lamar website at <http://www.lamar.edu>

Your Username is the same as your myLamar username (see <http://my.lamar.edu> for details)

Your password will be your student id number.

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- Microsoft Windows XP/Vista
- Microsoft Internet Explorer 7.0/8.0

Attendance and Drop Policy:

Students are required to read and be prepared to discuss the assigned textbook chapters workbook exercises before attending the class session in which they will be discussed.

Class attendance and lateness policies will be discussed during the first week of class. Those policies include by reference all provision for grade adjustment or drop policies included in the applicable Graduate or Undergraduate Catalog in effect at the start of the semester.

NO STUDENT WILL BE DROPPED FROM THE CLASS ROLLS FOR NEVER ATTENDING OR EXCESSIVE ABSENCES.

A student dropping a course after the Census Date but on or before the appropriate final drop date will receive a grade of "W" only if at the time of dropping, the student is passing the course (has a grade of A, B, C, or D); otherwise an F will be received.

It is the student's responsibility to make sure you are officially enrolled in this course. If at any point, you decide to drop the class, it is your responsibility to officially drop. Any student who stops attending class and does not officially drop the course will be given an "F" as the semester grade.

Absences Based on Religious Beliefs:

A student who misses an examination, work assignment, or other project due to the observance of a religious holy day will be given the opportunity to complete the work missed within 15 days following the due date of the assignment, test, or other project missed. To be eligible for such a make-up, the student must notify me in writing of classes scheduled on dates he or she will be absent to observe a religious holy day. Notification must be made within the first 15 (fifteen) class days through either a written

correspondence, personal delivered, acknowledged and dated by me or written correspondence sent certified mail, return receipt requested to me. Failure to follow the rules provided above within the time frames listed will result in the absence being considered unexcused.

Americans With Disabilities Act (ADA):

Lamar University is on record as being committed to both the spirit and letter of the ADA to make reasonable adjustments in the classroom necessary to eliminate discrimination on the basis of disability. Students should meet with the Instructor during the first week of class to discuss their special needs and advise the instructor of any special needs, abilities or limitations and to discuss the instructor's expectations in class participation, performance and work standards. Any disclosure by the students of their need for accommodations is recognized to be extremely sensitive and all conversations and other communications will be kept protected and confidential and disclosed on a need-to-know basis only.

Students are responsible for contacting and consulting with the University's Office for Students with Disabilities prior to contacting the instructor about any disabilities. The student should provide the instructor with some form of written documentation of the disability from an acceptable, external sources (such as a doctor, psychiatrist, etc.) and from the Office for Students with Disabilities.

If you have a need for a disability-related accommodation, please contact the Office of Services for Students with Disabilities (SFSWD), Room 101A, in the Wimberly Building on the Lamar campus.

Academic Dishonesty:

"Cheating" includes:

1. Copying from another student's paper, report, computer files, data listings, and/or programs.
2. Using (during an exam), materials not authorized by the faculty giving the exam.
3. Collaborating, without authorization, with another person during an examination or in preparing academic work.
4. Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing in whole or part, the contents of an unadministered test. Substituting for another student; permitting any other person; or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or the preparation of academic work to be submitted for academic credit.

5. Bribing another person to obtain an unadministered exam or information about an unadministered exam.

6. Purchasing, or otherwise acquiring and submitting as one's own work any research paper or other writing assignment prepared by an individual or firm. This section does not apply to the typing of the rough and/or final versions of an assignment by a professional typist.

Plagiarism: The appropriation of another's work or idea and the unacknowledged incorporation of that work or idea into one's own work offered for credit.

Collusion: The unauthorized collaboration with another person in preparing work offered for credit. All students are expected to pursue their scholastic careers with honesty and integrity.

It is the philosophy of this Department, this instructor and Lamar University 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.

"Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission of credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, or any act designed to give unfair advantage to a student or the attempt to commit such acts."

Make Up Exams:

Final exam grade replaces missed exam grade. The test will be comprehensive covering the entire semester of material. Students who wish to use this option must inform me via e-mail 1 week prior to the final exam.

Attendance and Participation:

I encourage you to participate in class discussions and attend class regularly. The more you participate on a regular basis, the more you will gain from this course. Effective participation requires good preparation therefore I absolutely encourage you to read the material before class.